

## ORDER FOR SUPPLIES OR SERVICES

OMB Clearance Control Number:

1103-0018

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 09/29/2009		2. CONTRACT NO. (If any)		6. SHIP TO:	
3. ORDER NO. DJD-08-HQ-13A-L-005		4. REQUISITION/REFERENCE NO. PR D-09-FA-0041		a. NAME OF CONSIGNEE DEA Headquarters	
5. ISSUING OFFICE (Address correspondence to) DEA Headquarters 600 Army-Navy Drive Lincoln Place Attn: Eliana Zavala/FAC Arlington, VA 22202				b. STREET ADDRESS 600 Army-Navy Drive, Lincoln Place, Office of Acquisition Management	
c. CITY Arlington		d. STATE VA		e. ZIP CODE 22202	
7. TO:					
a. NAME OF CONTRACTOR BOOZ ALLEN HAMILTON INC.				8. TYPE OF ORDER	
b. COMPANY NAME BOOZ ALLEN HAMILTON INC.				<input type="checkbox"/> a. PURCHASE <input type="checkbox"/> b. DELIVERY -- Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.	
c. STREET ADDRESS 8283 GREENSBORO DRIVE				10. REQUISITIONING OFFICE DEA Headquarters 8701 Morrisette Drive Attn: Carol Burger/FAP Springfield, VA 22152	
d. CITY MCLEAN		e. STATE VA		f. ZIP CODE 22102-3838	
9. ACCOUNTING AND APPROPRIATION DATA See Schedule					
11. BUSINESS CLASSIFICATION (Check appropriate box(es))					
<input type="checkbox"/> a. SMALL		<input checked="" type="checkbox"/> b. OTHER THAN SMALL		<input type="checkbox"/> c. DISADVANTAGED	
<input type="checkbox"/> d. WOMEN-OWNED		<input type="checkbox"/> e. HUBZone		<input type="checkbox"/> g. SERVICE-DISABLED VETERAN	
<input type="checkbox"/> i. EMERGING SMALL BUSINESS		12. F.O.B. POINT Destination			
13. PLACE OF		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)	
a. INSPECTION		b. ACCEPTANCE		16. DISCOUNT TERMS NET 30	

## 17. SCHEDULE (See reverse for Rejections)

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	ORDERED QUANTITY (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
See Schedule						

SEE BILLING INSTRUCTIONS ON REVERSE	18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		\$1,856,431.44	17(h) TOT. (Cont. pages)
	21. MAIL INVOICE TO:							
	a. NAME DEA Headquarters						\$1,856,431.44	17(i) GRAND TOTAL
	b. STREET ADDRESS (or P.O. Box) 8701 Morrisette Drive, invoice.acquisition@usdoj.gov							
	c. CITY Springfield		d. STATE VA		e. ZIP CODE 22152			
22. UNITED STATES OF AMERICA BY (Signature) <i>Eliana Zavala</i>						23. NAME (Typed) Zavala, Eliana M.		TITLE: CONTRACTING/ORDERING OFFICER

**SUPPLEMENTAL INVOICING INFORMATION**

If desired, this order (or a copy thereof) may be used by the Contractor as the Contractor's invoice, instead of a separate invoice, provided the following statement, (signed and dated) is on (or attached to) the order: "Payment is requested in the amount of \$ \_\_\_\_\_. No other invoice will be submitted." However, if the Contractor wishes to submit an invoice, the following information must be provided; contract number (if any), order number, item number(s), description of supplies or service, sizes, quantities, unit prices, and extended totals. Prepaid shipping costs will be indicated as a separate item on the invoice. Where shipping costs exceed \$10 (except for parcel post), the billing must be supported by a bill of lading or receipt. When several orders are invoiced to an ordering activity during the same billing period, consolidated periodic billings are encouraged.

**RECEIVING REPORT**

Quantity in the "Quantity Accepted" column on the face of this order has been: ☐ inspected, ☐ accepted, ☐ received  
by me and conforms to contract. Items listed below have been rejected for the reasons indicated.

SHIPMENT NUMBER	PARTIAL		DATE RECEIVED	SIGNATURE OF AUTHORIZED U.S. GOV'T REP.	DATE
	FINAL				
TOTAL CONTAINERS		GROSS WEIGHT	RECEIVED AT	TITLE	

## REPORT OF REJECTIONS

[illegible]

## Section 2 - Commodity or Services Schedule

Period of Performance:

Base: 09/30/2009 - 09/29/2010

Option Period I: 09/30/2010 - 09/29/2011

Option Period II: 09/30/2011 - 09/29/2012

Item No.	Supplier/Service	Quantity	Unit of Issue	Unit Price	Cost Amount
(b)(4)					
					Total: \$1,856,431.44

## Funding Details:

Item No.	Funding Line	Amount	Accounting Codes
N/A	1	\$597,648.40	2009 - S1D - FA - 1710000 - DOM-G2 - - HDQ - 25302 - - OPS - - - 1710000
		Total: \$597,648.40	

Funding in the amount of \$597,648.40 is available.

See attached Statement of Work.

## Statement of Work

### Background

The U.S. Drug Enforcement Administration (DEA) is the world's leading drug law enforcement agency. DEA is at the forefront in combating global drug trafficking, drug-related terrorism and other transnational crime. Every day DEA shuts down criminal networks, seizes drugs, cash and assets from criminals and terrorists, and restores peace and safety to countless families. DEA efforts have a tremendous impact-from fewer drugs on the street, to millions of dollars kept out of the hands of criminals and terrorists, to fewer drugs in the hands of children, and less violence in our communities.

The DEA's Office of Acquisition Management (FA), Policy and Analysis Section (FAP) supports a staff of over 16,000 personnel located in more than 300 geographies including 22 field offices. Primary responsibilities of the organization include:

- Interpretation of statutes, regulations and policies as they relates to procurement
- Creating, implementing, and distributing local policy to all applicable personnel
- Providing oversight of all contractual actions executed on behalf of DEA
- Conducting procurement and A-123 reviews of contractual actions and processes
- Conducting daily management of the Government Commercial Purchase Card (GCPC) program
- Granting and tracking Contracting Officer warrants for required positions
- Training, certifying and educating Contracting Officer Technical Representatives
- Interfacing with the vendor community in conjunction with small business opportunities and unsolicited proposals

The geographical separation of Headquarters, the field offices, and agents in the field present particular challenge in the administration and oversight of contracting activities, given this broad scope of activities. Compounding the geographical separation issue is the fact that DEA field personnel executing day-to-day contracting activities consist of individuals for whom contracting is an additional duty. Further, these individuals typically have not had the opportunity to engage with significant contracting activity time-on-task. Process and policy standardization and refinement, including standard operating procedures and checklists, are paramount to enhance the effectiveness of the organization.

The Office of Acquisition Management produces policy and guidance documentation in the form of Acquisition Policy Letters, Flashes/Sparks (i.e. quick turn-around notifications), and Standard Operating Acquisition Procedures (SOAPs). The current methods of storage and dissemination via DEA's internal search engine, WebSter, do not allow for centralized document availability, searchability, or archiving.



## Scope of Work

**1. General:** The scope of this effort is to provide contracting business and analytical support to the Department of Justice (DOJ), Drug Enforcement Administration (DEA), Office of Acquisition Management (FA), Policy & Analysis Section (FAP). This task will support the organization and dissemination of various contracting policies and procedures. It will provide the Office of Acquisition Management with the capability to efficiently store, retrieve, and search all facets of contracting policy and guidance utilizing an Automated Information System (AIS) which will ensure efficient dissemination of information. This task requires expert knowledge and understanding of Government contracting and the various policies and procedures that impact the Government contracting process. It further entails researching and analyzing existing DEA policy and procedures to support the standardization of contracting policies and business processes. Further, it will support the establishment of a central automated data repository which can be readily searched via an intuitive user interface.

**2. General Requirements.** Booz Allen will provide business analysis, policy research, and information technology support as generally aligned with the percentage effort stipulated:

Activity – Anticipated Percentage	Para	Metric
• Contracting Policy Process Documentation Support	40% 2.1.1	
• Contracting Policy Research Support	15% 2.1.2	Ref: QASP
• Automated Information System (AIS) Portal Development	40% 2.1.3	
• Management and Administration	5% 2.1.4	

The percentage of work associated with each of the task activities may vary slightly by program precedent and volume throughout the period of performance. Booz Allen will provide suitable technical and analytical expertise to support ongoing responsibilities delineated by activity, as well as any variances therein. FAP will appoint a Task Monitor to act as both coordinator of task activities and to serve as the overall expert for successful completion of this task.

**2.1 Specific Requirements.** Booz Allen will execute activities in support of the requirements described herein in a phased approach which will span the balance of FY09, FY10, and FY11. The following table illustrates the suggested chronology of activities (parenthetical references indicate the section number within this document where the activity is described):

Fiscal Year	Contracting Business Analysis/Policy R&D Tasks	Technical Tasks
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**FY09**  
(30 Sept 2009 – 29 Sep 2010)

- Catalog existing policy documentation (2.1.1)
- Perform Topic Area GAP Analysis (2.1.1)
- Begin development of topical “dashboards” (2.1.1)
- Finalize GCPC Handbook
- Provide policy research support (2.1.2)

- Perform DEA IT infrastructure analysis (2.1.3)
- Develop Portal Position Paper and Way-Ahead (2.1.3)

**FY10**  
(30 Sept 2010 – 29 Sept 2011)

- Continue “dashboard” development (2.1.1)
- Continue policy research support (2.1.2)
- Develop Simplified Acquisition Handbook
- Populate IOC Portal and maintain content (2.1.2)

- Develop and implement IOC Policy and Information Dissemination AIS/Portal (2.1.3)
- Conduct business process automation requirements analysis (2.1.3)
- Begin implementation of process automation and collaborative tools (2.1.3)
- Begin construction of dashboard / scorecard / business intelligence tools (2.1.3)

**FY11**  
(30 Sept 2011 – 29 Sept 2012)

- Continue “dashboard” development (2.1.1)
- Continue policy research support (2.1.2)
- Maintain Portal content (2.1.2)

- Complete process automation and collaborative tool implementation (2.1.3)
- Complete construction of dashboard / scorecard / business intelligence tools (2.1.3)
- Investigate and implement integration with existing relevant enterprise systems (2.1.3)
- Deliver FOC portal capability (2.1.3)

**2.1.1 Contracting Policy Process Documentation Support.** Booz Allen will initially engage with FAP to catalog the existing documentation and storage locations. Once we have established the known set of available materials, Booz Allen will work with the Task Monitor to identify the desired set of topics and supporting documentation. We will then provide a Topic GAP analysis and recommend a way-ahead for the creation of dashboards, checklists, guides, etc. in support of

the selected topic areas. The materials generated from this effort will be posted to the AIS Portal once it is established.

Deliverables include:

- Catalog of existing contracts documentation
- GAP Analysis and Way-Ahead for the production of supporting documentation
- Topic Dashboards in accordance with the GAP Analysis/Way-Ahead

2.1.2 Contracting Policy Research Support. Booz Allen will research the most current key contract policy and acquisition guidance promulgated by various authoritative sources in the Federal Government. We will ensure that all documentation is current, relevant, and accurate. This includes the aspects of content management which are applicable to the AIS Portal once it is established.

Deliverables include:

- Updated Topic Dashboards
- Samples and Templates
- Guides, handbooks, and checklists
- Other supporting documentation

2.1.3 AIS Portal Development. Booz Allen will provide FAP with the capability to efficiently store, retrieve and search all facets of contracting policy and guidance. We will build an electronic portal that is tailored specifically to satisfy unique DEA business process information requirements. This portal will provide the capability for all contracting personnel and authorized users to gain access to relevant contracting business information in a timely and efficient manner to enhance day-to-day business operations and support better decision-making.

The initial stages of the portal development task will include an IT infrastructure analysis to determine the best approach for delivering the specific portal functionality. Once construction of the portal commences, initial focus will center on information dissemination functionality. This includes effective storage, cataloging, and searchability of hosted documentation. After this phase of development is complete, focus will shift to internal DEA processes to include reporting and responding to data calls. Specifically, Booz Allen will engage with representative FA staff and users from selected geographies/offices to determine their unique needs and implement automation tools within the AIS platform for those processes which are most viable. Process automation tool development and requirements definition will be carried out as individual projects with their own respective schedules and documentation.

As the portal development effort reaches Final Operating Capability (FOC), Booz Allen will investigate the possibility of integrating the AIS platform with existing enterprise systems (e.g. Unified Financial Management System) for the purposes of correlated reporting and business intelligence. The objective of the business intelligence aspects of the portal is to provide transparency in business operations and simplified response to data calls.

Deliverables include:

- IOC Portal for information dissemination and collaboration
- Tailored business process automation tools within the portal platform
- Electronic dashboards and scorecards to support business operations and decision making
- FOC Portal incorporating all described aspects of the AIS portal

2.1.4 Management and Administration. Booz Allen will facilitate the technical management program by developing and maintaining a corresponding Work Breakdown Structure (WBS) consistent with program objectives and ensuring (at a minimum) quarterly review of progress and labor usage. This includes all actions necessary to effectively support program technical activities including business planning, and coordinating actions among the participating interest groups as well as ensuring task performance consistent with the provisions of the Quality Assurance Surveillance Plan (QASP). Additionally, this includes providing expert technical advisory assistance to program staff, maintaining program infrastructure (e.g., databases, library, exercise information), and producing associated products (e.g., memoranda, reports, supporting documentation) and deliverables delineated in the WBS activities. Key facets of management performance include developing formal processes for reporting performance, ensuring progress of task actions, interfacing with Government customers, and executing in accordance with quality assurance provisions. Specific responsibilities between the Government and Contractor, as well as a final schedule of activities and deliverables shall be coordinated within ten (10) days of task order award, reviewed quarterly, and modified only through bilateral agreement.

Deliverables include:

- Monthly status reports
- POA&M (and associated updates)
- Meeting agendas and minutes from regularly scheduled meetings

**3. Facilities, Travel, and Other than Direct Charges (ODC)s.** Booz Allen will provide facilities for meetings and IPTs (e.g., 10-25 personnel), as well as a suitable infrastructure to manage program requirements (document library, databases, web site, etc.) throughout the course of performance to support the scope of activities. Computers, models, cellular phones, and other elements of facilitation will be included in our GSA rate structure. Further, if specific models, applications, computer time, etc. are to be included as anomaly ODC items, they will be specifically identified in our proposal at the time of submission. Local and long-distance travel will be included in accordance with the Federal Travel Regulations rates. We will also provide finished, multiple copies of relevant documentation (hard copy and/or media).

**ATTACHMENT 1**  
**QUALITY ASSURANCE SURVEILLANCE PLAN**

**1. Objective.** This Quality Assurance Surveillance Plan (QASP) serves as the principal basis for assessing overall performance quality associated with task effort. This document will be used by the Government to assess the effectiveness of Booz Allen's management and technical services. This QASP provides the methodology by which Booz Allen's performance will be monitored to determine compliance with established performance objectives and to establish performance benchmarks that ensure a quantifiable basis for measuring effectiveness. The plan is designed so that surveillance is limited to that which is necessary to verify Booz Allen is performing management and technical services satisfactorily and relates directly to performance objectives of the performance objectives delineated in the Statement of Work (SOW).

**2. Government Surveillance.** The Office of Acquisition Management, FAP Section Chief, will appoint a Task Monitor for this task, and her/his authority will be limited to administering specific technical aspects of the task order. The Task Monitor will:

- Maintain a detailed knowledge of the technical requirements of the contract;
- Document Contractor performance in accordance with the QASP;
- Identify and immediately forward notifications of deficient, or non-compliant performance to the Contracting Officer;
- Approve priorities of support, resources, and associated schedules.

**3. Surveillance Methods.** The following listed methods of surveillance shall be used in the administration of this QASP and the standards are delineated by WBS element in the Performance Requirements Survey (PRS) table at Enclosure 1:

- Demonstration - A qualification method that is carried out by operation and relies on observable functional operation. It does not require the use of instrumentation or special test equipment;
- Analysis. A qualification method that is carried out by examining and assessing the application of techniques in order to determine if they are appropriate and sufficient. The quality of performance can be determined from government or contractor task-based or Management Information System (MIS) reports, contractor ISO 9000 techniques and procedures, or from government observation of completed tasks. In some instances, reports may be available in the form of information on a contractor's performance against contract requirements. Reports generally provide information regarding various characteristics of tasks and can, therefore, be used to determine acceptability of a contractor's performance.

- Inspections: A qualitative inspections can be accomplished through one of the following techniques:

*Random or Stratified Sampling*: With random sampling, services are sampled to determine if the level of performance is acceptable. Random sampling works best when the number of instances of the services being performed is very large and a statistically valid sample can be obtained. Stratified sampling focuses on selected parts of total contractor output for sampling. Computer programs may be available to assist in establishing sampling procedures.

*Periodic Inspection, Judgmental Inspection or Planned Sampling*: This method, sometimes called "planned sampling," consists of the evaluation of tasks selected on other than a 100% or random basis.

**4. Performance Requirements.** The performance requirements set forth in this section correspond to the specific requirement paragraphs delineated in the table. Enclosure (1) of this document provides performance standards for specific requirements.

**Enclosure 1**  
**PERFORMANCE REQUIREMENTS SURVEY (PRS)**

<b>Performance Objective</b>	<b>SOW</b>	<b>Performance Standard</b>	<b>Quality Level<sup>1</sup></b>	<b>Method of Surveillance</b>
Contracting Policy Process Documentation Support	2.1.1	Acceptable performance has been met when the Contractor's policy documentation has been accepted by the Government. Policy should be clear, concise and accurate.	Excellent Acceptable Poor	Analysis Demonstration
Contracting Policy Research Support	2.1.2	Acceptable performance has been met when the Contractor's policy documentation has been accepted by the Government. Policy should be clear, concise and accurate.	Excellent Acceptable Poor	Analysis Demonstration
Automated Information System Portal Development	2.1.3	Acceptable performance has been met when the Contractor's portal has been accepted by the Government. The electronic portal will be an authoritative data source repository. The electronic portal will provide intuitive research and data mining capabilities for the Office of Acquisition Management business operations.	Excellent Acceptable Poor	Analysis Demonstration
Management and Administration	2.1.4	Acceptable performance has been met when the Contractor's quality standards consistently produce acceptable products using optimal resources, compliant with prescribed schedules.	Excellent Acceptable Poor	Analysis Demonstration

<sup>1</sup> Numerical values for the adjectival ratings are: >.95 – Excellent – Exceeds standard compliance; .85 - .95 standard compliance – Acceptable; and <.85 – unacceptable. For the first award term, a contractor must receive a rating of .85 or greater. To qualify for a second award term, a contractor must receive a rating of .95 or greater.



**5. Place of Performance.**

The majority of the work associated with this task shall be performed at Booz Allen's facilities located within the National Capitol Region.

Hosting, installation and other operational test requirements will be performed at the Drug Enforcement Administration's site, as required, to ensure proper operation within a Government IT hosting and operational environment.

**6. Exposure to Proprietary Information**

Booz Allen Hamilton will be required to work with the Task Monitor to ensure that the team performing the tasks identified will not have access to or be exposed to any proprietary or contract-sensitive information.

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>		1. CONTRACT ID CODE	OMB Clearance Control Number : 1103-0018
2. AMENDMENT/MODIFICATION NO 0004	3. EFFECTIVE DATE	4. REQUISITION/PURCHASE REQ NO PR D-09-FA-0041	5. PROJECT NO (if applicable)
6. ISSUED BY DEA Headquarters 8701 Morrisette Drive Attn: Elizabeth Bowers (FAC) Springfield, VA 22152	CODE HQ	7. ADMINISTERED BY (if other than item 6)	CODE
8. NAME AND ADDRESS OF CONTRACTOR (No. street, country, state and ZIP Code)  Doing Business As BOOZ ALLEN HAMILTON INC. 8283 GREENSBORO DRIVE MCLEAN, VA 22102-3838		(X)	9A. AMENDMENT OF SOLICITATION NO
			9B. DATED (SEE ITEM 11);
		X	10A. MODIFICATION OF CONTRACT/ORDER NO DJD-08-HQ-13A-L-005
			10B. DATED (SEE ITEM 12) 09/29/2009
CODE 362513626		FACILITY CODE 006928857	

**11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS**

☐ The above numbered solicitation is amended as set forth in item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing items 8 and 15, and returning \_\_\_\_\_ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of the amendment your desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

**12. ACCOUNTING AND APPROPRIATION DATA (if required)**

See Schedule

**13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS.  
IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.**

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b)
X	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: Mutual Agreement of the parties
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☐ is not, ☒ is required to sign this document and return \_\_\_\_\_ copies to the issuing office**14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)**

The purpose of this modification is to reallocate hours (see next page).

As a result of this reallocation of hours, the base period value is hereby increased by \$93.41 from \$591,479.59 to \$591,573.00.

The funded amount remains unchanged.

Except as provided herein, all terms and conditions of the document referenced in item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print) <i>CHRISTOPHER M KELLY Sr VP</i>	15B. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Zavala, Eliana M.
(b)(4)	15C. DATE SIGNED 11/9/10
	15D. UNITED STATES OF AMERICA By <i>Eliana M. Zavala</i> (Signature of Contracting Officer)
	15E. DATE SIGNED 11-10-10

STANDARD FORM 30 (REV. 10-83)  
Prescribed by GSA FAR (48 CFR) 53.243

## Section 2 - Commodity or Services Schedule

## SCHEDULE OF SUPPLIES/SERVICES

## CONTINUATION SHEET

ITEM NO.	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
(b)(4)					
PREVIOUS TOTAL					\$1,850,177 98
CHANGE					\$93.41
CURRENT TOTAL					\$1,850,271 39

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>		1 CONTRACT ID CODE	OMB Clearance Control Number 1103-0018
2 AMENDMENT/MODIFICATION NO (XXXX)	3 EFFECTIVE DATE See Block 16C	4 REQUISITION/PURCHASE REQ NO See Lines	5 PROJECT NO (if applicable)
6 ISSUED BY CODE	110	7 ADMINISTERED BY (if other than item 6)	CODE
DEA Headquarters 8701 Morrisette Drive Attn: Alyse White (FACS) Springfield, VA 22152			
8 NAME AND ADDRESS OF CONTRACTOR (No street country state and ZIP Code)		(X)	9A AMENDMENT OF SOLICITATION NO
BCKD/ ALLEN HAMMILTON INC. 8283 GREENBORO DRIVE MCLEAN, VA 22102-3838			9B DATED (SEE ITEM 11)
CODE 362513626		FACILITY CODE DN6928857	10A MODIFICATION OF CONTRACT/ORDER NO 1311-08-110-13A-1-005 10B DATED (SEE ITEM 11) 09/29/2009

**11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS**

☐ The above numbered solicitation is amended as set forth in item 14. The hour and date specified for receipt of Offers ☐ is extended ☐ is not extended

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing items 8 and 15, and returning \_\_\_\_\_ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment your desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

**17 ACCOUNTING AND APPROPRIATION DATA (if required)**

2010-2010-S110-FA-17100010-1XOM-C12-FPS-25302-0PS-1710000

**13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS.  
IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.**

CHECK ONE	A THIS CHANGE ORDER IS ISSUED PURSUANT TO (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A
	B THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14 PURSUANT TO THE AUTHORITY OF FAR 43.103(b)
X	C THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF MUTUAL AGREEMENT BETWEEN BOTH PARTIES
	D OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☐ is not ☒ is required to sign this document and return \_\_\_\_\_ copies to the issuing office

**14 DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UIC section headings including solicitation/contract subject matter where feasible)**

The purpose of bilateral modification number 0008 is to decrease the task order in the amount of \$78,083.05

Original Amount: \$1,667,925.74  
Net Decrease: (\$78,083.05)  
Revised Grand Total: \$1,589,842.69

Except as provided herein, all terms and conditions of the document referenced in item 5A or 10A, as heretofore changed, remains unchanged and in full force and effect

15A NAME AND TITLE OF SIGNER (Type or print) Christopher M Kelly, Sr VP		16A NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Faylor, Lisa	
15B CONTRACTOR'S (b)(4)		15C DATE SIGNED 9/3/12	15D UNITED STATES OF AMERICA By <u>Rosa Kelly</u> (Signature of Contracting Officer)
		16C DATE SIGNED 2-9-12	

STANDARD FORM 30 (REV 10-83)  
Prescribed by GSA FPMR (48 CFR) 53.243

## Section 2 - Commodity or Services Schedule

SCHEDULE OF SUPPLIES/SERVICES					
CONTINUATION SHEET					
ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
(b)(4)					

(b)(4)



(b)(4)

PREVIOUS TOTAL	\$1,667,925.74
CHANGE	(\$78,083.05)
CURRENT TOTAL	\$1,589,842.69

## FUNDING DETAILS:

N/A	3	Previous \$544,782.49	2010 - S1D - FA - 1710000 - DOM-G2 - - UFS - 25302 - - OPS - - - 1710000
		Change (\$78,083.05)	
		Current \$466,699.44	
		PREVIOUS \$1,667,925.74	
		CHANGE (\$78,083.05)	
		CURRENT \$1,589,842.69	

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>		<b>1. CONTRACT ID CODE</b>		<b>OMB Clearance Control Number : 1103-0018</b>	
<b>2. AMENDMENT/MODIFICATION NO.</b> 0001		<b>3. EFFECTIVE DATE</b> See Block 16C		<b>4. REQUISITION/PURCHASE REQ. NO.</b> PR D-09-FA-0041	
<b>5. PROJECT NO. (If applicable)</b>		<b>6. ISSUED BY</b> CODE HQ		<b>7. ADMINISTERED BY (If other than Item 6)</b> CODE HQ	
DEA Headquarters 600 Army-Navy Drive Lincoln Place Attn: Eric VanderVeen (FAC) Arlington, VA 22202		DEA Headquarters 8701 Morrisette Drive Attn: Eric VanderVeen (FAC) Springfield, VA 22152			
<b>8. NAME AND ADDRESS OF CONTRACTOR (No., street, country, state and ZIP Code)</b>				<b>9A. AMENDMENT OF SOLICITATION NO.</b>	
BOOZ ALLEN HAMILTON INC. 8283 GREENSBORO DRIVE MCLEAN, VA 22102-3838				(X)	
				9B. DATED (SEE ITEM 11)	
				10A. MODIFICATION OF CONTRACT/ORDER NO. DJD-08-HQ-13A-L-005	
CODE 362513626				10B. DATED (SEE ITEM 13) 09/29/2009	
FACILITY CODE 006928857					
<b>11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS</b>					
<input type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers <input type="checkbox"/> is extended. <input type="checkbox"/> is not extended.					
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15; and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment your desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.					
<b>12. ACCOUNTING AND APPROPRIATION DATA (If required)</b>					
See Schedule					
<b>13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.</b>					
<b>CHECK ONE</b>	<b>A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.</b>				
	<b>B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation data, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).</b>				
X	<b>C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: Mutual Agreement Between the Parties</b>				
	<b>D. OTHER (Specify type of modification and authority)</b>				
<b>E. IMPORTANT: Contractor</b> <input type="checkbox"/> is not. <input checked="" type="checkbox"/> is required to sign this document and return <u>1</u> copies to the issuing office.					
<b>14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)</b>					
The purpose of this modification is to:					
(1) Reallocate hours for the Base Year in accordance with the contractor's proposal dated April 13, 2010. See Section 2.					
(2) Add CLIN 0010 Technical Writer to the Base Year. See Section 2.					
(3) Incorporate DEA clause JAR-PGD-08-04A Security of Systems and Data, Including Personally Identifiable Data. See Section 3.					
(4) Incorporate DEA clause JAR-PGD-08-04B Information Resellers or Data Brokers. See Section 3.					
(5) Revise the SOW Quality Assurance Surveillance Plan (QASP) Section 6 Exposure to Proprietary Information. See Section 3.					
As a result of this modification, the total value of this Call Order is decreased from: \$1,856,431.44 by: \$20.64 to: \$1,856,410.80					
All funding for the Call Order remains unchanged.					
Except as provided herein, all terms and conditions of the incumbent referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.					
<b>15A. NAME AND TITLE OF SIGNER (Type or print)</b> Christopher M. Kelly Sr. VP			<b>16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)</b> Zavala, Eliana M.		
<b>15C. DATE SIGNED</b> 6/9/10			<b>16B. UNITED STATES OF AMERICA</b> By <u>Eliana M. Zavala</u> (Signature of Contracting Officer)		<b>16C. DATE SIGNED</b> 6-9-10
(b)(4)					



<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>		<b>1. CONTRACT ID CODE</b>		<b>OMB Clearance Control Number : 1103-0018</b>	
<b>2. AMENDMENT/MODIFICATION NO.</b> 0001		<b>3. EFFECTIVE DATE</b> See Block I6C		<b>4. REQUISITION/PURCHASE REQ. NO.</b> PR D-09-FA-0041	
<b>5. PROJECT NO. (If applicable)</b>		<b>6. ISSUED BY</b> CODE HQ		<b>7. ADMINISTERED BY (If other than Item 6)</b> CODE HQ	
DEA Headquarters 600 Army-Navy Drive Lincoln Place Attn: Eric VanderVeen (FAC) Arlington, VA 22202		DEA Headquarters 8701 Morrisette Drive Attn: Eric VanderVeen (FAC) Springfield, VA 22152			
<b>8. NAME AND ADDRESS OF CONTRACTOR (No., street, country, state and ZIP Code)</b>				<b>9A. AMENDMENT OF SOLICITATION NO.</b>	
BOOZ ALLEN HAMILTON INC. 8283 GREENSBORO DRIVE MCLEAN, VA 22102-3838				(X)	
				<b>9B. DATED (SEE ITEM 11)</b>	
				<b>10A. MODIFICATION OF CONTRACT/ORDER NO.</b>	
				DJD-08-HQ-13A-L-005	
				<b>10B. DATED (SEE ITEM 13)</b>	
				09/29/2009	
CODE 362513626		FACILITY CODE 006928857			
<b>11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS</b>					
<input type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers <input type="checkbox"/> is extended, <input type="checkbox"/> is not extended.					
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment your desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.					
<b>12. ACCOUNTING AND APPROPRIATION DATA (If required)</b>					
See Schedule					
<b>13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS.</b>					
<b>IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.</b>					
<b>CHECK ONE</b>	<b>A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.</b>				
	<b>B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).</b>				
X	<b>C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:</b> Mutual Agreement Between the Parties				
	<b>D. OTHER (Specify type of modification and authority)</b>				
<b>E. IMPORTANT: Contractor</b> <input type="checkbox"/> is not, <input checked="" type="checkbox"/> is required to sign this document and return <u>1</u> copies to the issuing office.					
<b>14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)</b>					
The purpose of this modification is to:					
(1) Reallocate hours for the Base Year in accordance with the contractor's proposal dated April 13, 2010. See Section 2.					
(2) Add CLIN 0010 Technical Writer to the Base Year. See Section 2.					
(3) Incorporate DEA clause JAR-PGD-08-04A Security of Systems and Data, Including Personally Identifiable Data. See Section 3.					
(4) Incorporate DEA clause JAR-PGD-08-04B Information Resellers or Data Brokers. See Section 3.					
(5) Revise the SOW Quality Assurance Surveillance Plan (QASP) Section 6 Exposure to Proprietary Information. See Section 3.					
As a result of this modification, the total value of this Call Order is decreased from: \$1,856,431.44 by: \$20.64 to: \$1,856,410.80					
All funding for the Call Order remains unchanged.					
Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.					
<b>15A. NAME AND TITLE OF SIGNER (Type or print)</b>			<b>16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)</b>		
			Zavala, Eliana M.		
<b>15B. CONTRACTOR/OFFEROR</b>		<b>15C. DATE SIGNED</b>		<b>16B. UNITED STATES OF AMERICA</b>	
(Signature of person authorized to sign)				By (Signature of Contracting Officer)	
				<b>16C. DATE SIGNED</b>	

NSN 7540-01-152-8070  
Previous edition unusable

STANDARD FORM 30 (REV. 10-83)  
Prescribed by GSA FAR (48 CFR) 53.243

## Section 2 - Commodity or Services Schedule

## SCHEDULE OF SUPPLIES/SERVICES

## CONTINUATION SHEET

ITEM NO.	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
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(b)(4)

(b)(4)

PREVIOUS TOTAL	\$1,856,431.44
CHANGE	(\$20.64)
CURRENT TOTAL	\$1,856,410.80

### Section 3 - Contract Clauses

#### JAR-PGD-08-04A Security of Systems and Data, Including Personally Identifiable Data

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##### a. Systems Security

The work to be performed under this contract requires the handling of data that originated within the Department, data that the contractor manages or acquires for the Department, and/or data that is acquired in order to perform the contract and concerns Department programs or personnel.

For all systems handling such data, the contractor shall comply with all security requirements applicable to Department of Justice systems, including but not limited to all Executive Branch system security requirements (e.g., requirements imposed by OMB and NIST), DOJ IT Security Standards, and DOJ Order 2640.2E. The contractor shall provide DOJ access to and information regarding the contractor's systems when requested by the Department in connection with its efforts to ensure compliance with all such security requirements, and shall otherwise cooperate with the Department in such efforts. DOJ access shall include independent validation testing of controls, system penetration testing by DOJ, FISMA data reviews, and access by the DOJ Office of the Inspector General for its reviews.

The use of contractor-owned laptops or other media storage devices to process or store data covered by this clause is prohibited until the contractor provides a letter to the contracting officer (CO) certifying the following requirements:

1. Laptops must employ encryption using a NIST Federal Information Processing Standard (FIPS) 140-2 approved product;
2. The contractor must develop and implement a process to ensure that security and other applications software is kept up-to-date;
3. Mobile computing devices will utilize anti-viral software and a host-based firewall mechanism;
4. The contractor shall log all computer-readable data extracts from databases holding sensitive information and verify each extract including sensitive data has been erased within 90 days or its use is still required. All DOJ information is sensitive information unless designated as non-sensitive by the Department;
5. Contractor-owned removable media, such as removable hard drives, flash drives, CDs, and floppy disks, containing DOJ data, shall not be removed from DOJ facilities unless encrypted using a NIST FEPS 140-2 approved product;
6. When no longer needed, all removable media and laptop hard drives shall be processed (sanitized, degaussed, or destroyed) in accordance with security requirements applicable to DOJ;
7. Contracting firms shall keep an accurate inventory of devices used on DOJ contracts;
8. Rules of behavior must be signed by users. These rules shall address at a minimum: authorized and official use; prohibition against unauthorized users; and protection of sensitive data and personally identifiable information;
9. All DOJ data will be removed from contractor-owned laptops upon termination of contractor work. This removal must be accomplished in accordance with DOJ IT Security Standard requirements. Certification of data removal will be performed by the contractor's project manager and a letter confirming certification will be delivered to the CO within 15 days of termination of contractor work;

##### b. Data Security

By acceptance of, or performance on, this contract, the contractor agrees that with respect to the data identified in paragraph a, in the event of any actual or suspected breach of such data (i.e., loss of control, compromise, unauthorized disclosure, access for an unauthorized purpose, or other unauthorized access, whether physical or electronic), the contractor will immediately (and in no event later than within one hour of discovery) report the breach to the DOJ CO and the contracting officer's technical representative (COTR).

If the data breach occurs outside of regular business hours and/or neither the CO nor the COTR can be reached, the contractor shall call the DOJ Computer Emergency Readiness Team (DOJCERT) at 1-866-US4-CERT (1-866-874-2378) within one hour of discovery of the breach. The contractor shall also notify the CO as soon as possible during regular business hours.

##### c. Personally Identifiable Information Notification Requirement

The contractor further certifies that it has a security policy in place that contains procedures to promptly notify any individual whose personally identifiable information (as defined by OMB) was, or is reasonably believed to have been, breached. Any notification shall be coordinated with the Department, and shall not proceed until the Department has made a determination that notification would not impede a law enforcement investigation or jeopardize national security. The method and content of any notification by the contractor shall be coordinated with, and be subject to the approval of, the Department. The contractor assumes full responsibility for taking corrective action consistent with the Department's Data Breach Notification Procedures, which may include offering credit monitoring when appropriate.

d. Pass-through of Security Requirements to Subcontractors

The requirements set forth in Paragraphs a through c above, apply to all subcontractors who perform work in connection with this contract. For each subcontractor, the contractor must certify that it has required the subcontractor to adhere to all such requirements. Any breach by a subcontractor of any of the provisions set forth in this clause will be attributed to the contractor.

JAR-PGD-08-04B Information Resellers or Data Brokers

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Under this contract, the Department obtains personally identifiable information about individuals from the contractor. The contractor hereby certifies that it has a security policy in place which contains procedures to promptly notify any individual whose personally identifiable information (as defined by OMB) was, or is reasonably believed to have been, lost or acquired by an unauthorized person while the data is under the control of the contractor. In any case in which the data that was lost or improperly acquired reflects or consists of data that originated with the Department, or reflects sensitive law enforcement or national security interest in the data, the contractor shall notify the Department contracting officer so that the Department may determine whether notification would impede a law enforcement investigation or jeopardize national security. In such cases, the contractor shall not notify the individuals until it receives further instruction from the Department.

QASP Section 6 Exposure to Proprietary Information

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All Booz Allen Hamilton personnel working under this Call Order will comply with the Non-Disclosure agreements signed by contractor personnel during the Base Year of this Order.

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>		1. CONTRACT ID CODE	OMB Clearance Control Number : 1103-0018
2. AMENDMENT/MODIFICATION NO. 0005		3. EFFECTIVE DATE See Block J6C	4. REQUISITION/PURCHASE REQ. NO. PR D-11-FA-0013
5. PROJECT NO. (If applicable)		6. ISSUED BY CODE HQ	
7. ADMINISTERED BY (if other than item 6)		CODE	
DEA Headquarters 8701 Morrisette Drive Attn: Thomas Mmbaga (FACA) Springfield, VA 22152			
8. NAME AND ADDRESS OF CONTRACTOR (No., street, country, state and ZIP Code)		(X) 9A. AMENDMENT OF SOLICITATION NO.  9B. DATED (SEE ITEM 11)  10A. MODIFICATION OF CONTRACT/ORDER NO. DJD-08-HQ-13A-L-005 10B. DATED (SEE ITEM 13) 09/29/2009	
BOOZ ALLEN HAMILTON INC. 8283 GREENSBORO DRIVE MCLEAN, VA 22102-3838		CODE 362513626 FACILITY CODE 006928857	
<b>11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS</b>			
<input type="checkbox"/> The above numbered solicitation is amended as set forth in item 14. The hour and date specified for receipt of Offers <input type="checkbox"/> is extended, <input type="checkbox"/> is not extended.			
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment your desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.			
12. ACCOUNTING AND APPROPRIATION DATA (if required)			
2009-2009-S1D-FA-1710000-DOM-G2-HDQ-25302-OPS-1710000			
<b>13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS.</b>			
<b>IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.</b>			
CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.		
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).		
X	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: Mutual Agreement Between the Parties		
	D. OTHER (Specify type of modification and authority)		
E. IMPORTANT: Contractor <input type="checkbox"/> is not, <input checked="" type="checkbox"/> is required to sign this document and return _____ copies to the issuing office.			
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)			
The purpose of this modification is to reallocate hours for Option Period I. See Section 2.			
As a result of this modification, the total value and funded amount of Option Period I is decreased from \$618,479.35 by \$16.37 to \$618,462.98.			
Option Period I remains fully funded in the amount of \$618,462.98.			
Except as provided herein, all terms and conditions of the document referenced in item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.			
15A. NAME AND TITLE OF SIGNER (Type or print)		15A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)	
CHRISTOPHER M. KELLY SR. VP		Zavala, Eliana M.	
15C. DATE SIGNED		15B. UNITED STATES OF AMERICA	
8/1/11		By Eliana Zavala	
(b)(4)		(Signature of Contracting Officer)	
		15C. DATE SIGNED	
		8/2/11	

## Section 2 - Commodity or Services Schedule

**SCHEDULE OF SUPPLIES/SERVICES**

## CONTINUATION SHEET

ITEM NO.	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
(b)(4)					

(b)(4)





(b)(4)



(b)(4)

PREVIOUS TOTAL	\$1,850,271.39
CHANGE	(\$16.37)
CURRENT TOTAL	\$1,850,255.02

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>		<b>1. CONTRACT ID CODE</b>	<b>CMB Clearance Control Number:</b> 1103-0018
<b>2. AMENDMENT/MODIFICATION NO.</b> 0009	<b>3. EFFECTIVE DATE</b> See Block 16C	<b>4. REGISTRATION/PURCHASE NO.</b> See Lines	<b>5. PROJECT NO. (if applicable)</b>
<b>6. ISSUED BY</b> DEA Headquarters 8701 Monticello Drive Attn: Alyse White (FACS) Springfield, VA 22152	<b>CODE</b> HQ	<b>7. ADMINISTERED BY (if other than item 6)</b>	<b>CODE</b>
<b>8. NAME AND ADDRESS OF CONTRACTOR (firm, street, county, state and ZIP Code)</b>  BOOZ ALLEN HAMILTON INC. 5253 GREENSBORO DRIVE MCLEAN, VA 22102-3838		<b>9A. AMENDMENT OF SOLICITATION NO.</b>  <b>9B. DATED (SEE ITEM 10)</b>  <b>9C. MODIFICATION OF CONTRACT ORDER NO.</b> DJD-08-HQ-13A-L-005 <b>9D. DATED (SEE ITEM 10)</b> 09/29/2009	
<b>CODE 362513626</b>		<b>FACILITY CODE 006928857</b>	

### 11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in item 14. The hour and date specified for receipt of Offers ☐ is extended ☐ is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing items 9 and 10, and returning \_\_\_\_\_ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment your desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

### 12. ACCOUNTING AND APPROPRIATION DATA (if needed)

2010-2010-8(D-FA-1710000-DOM-G2-UFS-25302-OPS-1710000)

### 13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACT/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

<b>CHECK ONE</b>	<b>A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.</b>
	<b>B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation data, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).</b>
<b>X</b>	<b>C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: Mutual Agreement Between Both Parties</b>
	<b>D. OTHER (Specify type of modification and authority)</b>

**15. IMPORTANT: Contractor** ☐ is not ☒ is required to sign this document and return \_\_\_\_\_ copies to the issuing office.

### 14. DESCRIPTION OF AMENDMENT/MODIFICATION (Supported by UCP action headings, including solicitation/contract number where feasible.)

The purpose of this bilateral modification 0009 is to reduce itemized Line 0025 and de-obligate funds in the amount of \$1,808.35.  
Obligated Amount: \$1,589,842.69  
Net Decrease: (\$1,808.35)  
Revised Grand Total: \$1,588,034.34

Except as provided herein, all terms and conditions of the document referenced in item 9A or 10A, do heretofore changed, remains unchanged and in full force and effect.

<b>16A. NAME AND TITLE OF SIGNER (Type or print)</b> <i>CHRISTOPHER M. KELLY, Sr VP</i>	<b>16B. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)</b> Upshur Adair, Doreen
<b>17. DATE SIGNED</b> 8/6/12	<b>18. DATE SIGNED</b> 8-7-2012
<b>19. UNITED STATES OF AMERICA</b> By <i>John J. Adair</i> (Signature of Contracting Officer)	

STANDARD FORM 38 (REV. 10-83)  
Prescribed by GSA FPMR (41 CFR) 101-11.6

Section 2 - Commodity or Services Schedule

**SCHEDULE OF SUPPLIES/SERVICES**

CONTINUATION SHEET

ITEM NO.	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
(b)(4)					
					PREVIOUS TOTAL
					\$1,589,842.69
					CHANGE
					(\$1,808.35)
					CURRENT TOTAL
					\$1,588,034.34

**FUNDING DETAILS:**

N/A	3	Previous : \$466,999.44 Change: (\$1,808.35) Current : \$464,891.09	2010 - \$10 - FA - 1710000 - DOM-G2 - - UPB - 26302 - - - CPS - - - 1710000
		PREVIOUS: \$1,589,842.69 CHANGE: (\$1,808.35) CURRENT: \$1,588,034.34	

BEST AVAILABLE COPY

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		CONTRACT NUMBER	OMB Clearance Control Number 1103-0018
DATE OF AMENDMENT	BY (NAME AND TITLE)	FOR SOLICITATION NUMBER	FOR CONTRACT NUMBER
09/21/10	See BACK PAGE	PR 1049-FA 0001	
TO (NAME AND ADDRESS)		FROM (NAME AND ADDRESS)	
DE A Headquarters 400 Army-Navy Drive Lincoln Place Attn: Eric VanderWeest (FAC) Arlington, VA 22202		DE A Headquarters 6701 Montross Drive Attn: Eric VanderWeest (FAC) Springfield, VA 22152	
FACILITY CODE: 100925517 CODE: 16351626		DATE OF AMENDMENT: 09/29/2009 DATE OF CONTRACT: 09/29/2009	

**11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS**

☐ The amendment is a change in the scope of the contract. ☐ The amendment is a change in the terms and conditions of the contract. ☐ The amendment is a change in the price of the contract.

☐ The amendment is a change in the scope of the contract. ☐ The amendment is a change in the terms and conditions of the contract. ☐ The amendment is a change in the price of the contract.

1. ACCOUNTING AND APPROPRIATION DATA (Required)

2009-2010 STIP-FA-1710000-DOM-02-100-25102-005-1710000

**12. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.**

TYPE OF MODIFICATION	DESCRIPTION OF MODIFICATION
A	A CHANGE ORDER IS ISSUED PURSUANT TO (Specify authority: THE CHANGES SET FORTH IN ITEM 14 ARE MADE BY THE CONTRACTOR UNDER THE TERMS OF THE CONTRACT.)
B	THE MODIFICATION IS A CHANGE IN THE ADMINISTRATIVE CHANGES (such as changes in pricing office, administrative code, SET FORTH IN ITEM 14 PURSUANT TO THE AUTHORITY OF FAR 48.103).
C	THE MODIFICATION IS A CHANGE IN THE ADMINISTRATIVE CHANGES (such as changes in pricing office, administrative code, SET FORTH IN ITEM 14 PURSUANT TO THE AUTHORITY OF FAR 48.103).
D	OTHER (Specify type of modification and authority)

**2. IMPORTANT CONTRACT DATA**

☐ The contract is a fixed-price contract. ☐ The contract is a cost-plus contract. ☐ The contract is a time-and-materials contract.

The purpose of this modification is to (Specify purpose: To change the contract to reflect the changes in the contract.)

As a result of this modification, the total value of the contract is increased from \$497,000.00 to \$501,470.50.

As a result of this modification, the total funded amount of the Base Year contract is charged.

The Base Year of this Order remains fully funded.

1. The purpose of this modification is to (Specify purpose: To change the contract to reflect the changes in the contract.)

DATE AND TIME OF MODIFICATION: 9/21/10

DATE AND TIME OF CONTRACTING OFFICER (Type or print): 9/21/10

DATE AND TIME OF CONTRACTING OFFICER (Type or print): 9/21/10

DATE AND TIME OF CONTRACTING OFFICER (Type or print): 9/21/10

DATE AND TIME OF CONTRACTING OFFICER (Type or print): 9/21/10

DATE AND TIME OF CONTRACTING OFFICER (Type or print): 9/21/10

DATE AND TIME OF CONTRACTING OFFICER (Type or print): 9/21/10

DATE AND TIME OF CONTRACTING OFFICER (Type or print): 9/21/10

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<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>		1. CONTRACT ID CODE	OMB Clearance Control Number : 1103-0018
2 AMENDMENT/MODIFICATION NO 0002	3 EFFECTIVE DATE See Block 16C	4 REQUISITION/PURCHASE REQ NO PR D-09-FA-0041	5 PROJECT NO. (if applicable)
6 ISSUED BY DEA Headquarters 600 Army-Navy Drive Lincoln Place Attn: Eric VanderVeen (FAC) Arlington, VA 22202	CODE HQ	7 ADMINISTERED BY (if other than item 6) DEA Headquarters 8701 Morrisette Drive Attn: Eric VanderVeen (FAC) Springfield, VA 22152	CODE HQ
8 NAME AND ADDRESS OF CONTRACTOR (No. street, country, state and ZIP Code)  Doing Business As BOOZ ALLEN HAMILTON INC. 8283 GREENSBORO DRIVE MCLEAN, VA 22102-3838		(X)	9A AMENDMENT OF SOLICITATION NO.
			9B DATED (SEE ITEM 11)
		X	10A. MODIFICATION OF CONTRACT/ORDER NO. DJD-08-HQ-13A-L-005
			10B. DATED (SEE ITEM 13) 09/29/2009
CODE 362513626		FACILITY CODE 006928857	

**11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS**

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing items 8 and 15 and returning \_\_\_\_\_ copies of the amendment, (b) By acknowledging receipt of this amendment on each copy of the offer submitted, or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment your desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

**12 ACCOUNTING AND APPROPRIATION DATA (if required)**

2009-2009-SID-FA-1710000-DOM-G2-HDQ-25302-OPS-1710000

**13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS.  
IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.**

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
X	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF Mutual Agreement of the Parties
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☐ is not, ☒ is required to sign this document and return \_\_\_\_\_ copies to the issuing office

**14 DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible)**

The purpose of this modification is to reallocate hours, revise the rate for CLIN 0010 and add two labor categories.  
See next page for revised CLINs.

As a result of this modification, the total value of the Base Year is decreased from \$597,627.76 by \$6,148.17 to \$591,479.59  
As a result of this modification, the total funded amount of the Base Year remains unchanged.

The Base Year of this Order remains fully funded.

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)  Zavala, Eliana M.	
15B. CONTRACTOR/OFFEROR  (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA By (Signature of Contracting Officer)	16C. DATE SIGNED

NSN 7540-01-152-8070  
Previous edition unusable

STANDARD FORM 30 (REV. 10-83)  
Prescribed by GSA FAR (48 CFR) 53.243

Section 2 - Commodity or Services Schedule

SCHEDULE OF SUPPLIES/SERVICES					
CONTINUATION SHEET					
ITEM NO.	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
(b)(4)					

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>		1. CONTRACT ID CODE	OMB Clearance Control Number: 1103-0018
2. AMENDMENT/MODIFICATION NO. 0006	3. EFFECTIVE DATE See Block 16C	4. REQUISITION/PURCHASE REQ. NO. PR D-11-FA-0032	5. PROJECT NO. (If applicable)
6. ISSUED BY DEA Headquarters 8701 Morrisette Drive Attn: Thomas Mmbaga (FACA) Springfield, VA 22152	CODE HQ	7. ADMINISTERED BY (If other than Item 6)	CODE
8. NAME AND ADDRESS OF CONTRACTOR (No., street, country, state and ZIP Code)  BOOZ ALLEN HAMILTON INC. 8283 GREENSBORO DRIVE MCLEAN, VA 22102-3838		(X)	9A. AMENDMENT OF SOLICITATION NO.
			9B. DATED (SEE ITEM 11)
		X	10A. MODIFICATION OF CONTRACT/ORDER NO. DJD-08-IQ-13A-L-005
			10B. DATED (SEE ITEM 13) 09/29/2009
CODE 362513626		FACILITY CODE 006928857	

**11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS**

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing items 8 and 15, and returning \_\_\_\_\_ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment your desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

**12. ACCOUNTING AND APPROPRIATION DATA (If required)**

2011-SXR-NF-1710000-DOM-G2-064G-INT-25302-HDQ-1710000-2011

**13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS.**  
**IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.**

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
X	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
	D. OTHER (Specify type of modification and authority)

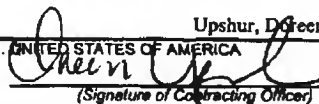
E. IMPORTANT: Contractor ☒ is not, ☐ is required to sign this document and return copies to the issuing office.

**14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)**

The purpose of this modification number 0006 is to exercise Option Period II of this order in accordance with FAR 52.217-9 Option to Extend the Term of the Contract (MAR 2000). This modification also provides funding in the amount of \$457,956.90.

As a result of this modification, Option Period II is exercised at a total value and funded amount of \$457,956.90.

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)	
		Upshur, Doreen	
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA	16C. DATE SIGNED
(Signature of person authorized to sign)		By 	09/29/2011
		(Signature of Contracting Officer)	

NSN 7540-01-152-8070  
Previous edition unusable

STANDARD FORM 30 (REV. 10-83)  
Prescribed by GSA FAR (48 CFR) 53.243





(b)(4)

PREVIOUS TOTAL	\$1,850,255.02
CHANGE	(\$182,262.14)
CURRENT TOTAL	\$1,667,992.88

ITEM NO	LINE NO	DESCRIPTION	AMOUNT
N/A	4	Previous : \$0.00 Change: \$50,000.00 Current : \$50,000.00	2011 - SXR - NF - 1710000 - DOM-G2 - 064G - INT - 25302 - - - HDQ - - - 1710000
N/A	5	Previous : \$0.00 Change: \$91,998.84 Current : \$91,998.84	2011 - S1D - FA - 1710000 - DOM-G2 - - ADM - 25302 - - - HDQ - - - 1710000
N/A	6	Previous : \$0.00 Change: \$272,177.38 Current : \$272,177.38	2011 - S1L - FA - 1710000 - DOM-G2 - 11-TRV - ADM - 25302 - - - HDQ - - - 1710000
N/A	7	Previous : \$0.00 Change: \$43,780.68 Current : \$43,780.68	2011 - DXD - FA - 1710000 - DCF-G2 - - ADM - 25302 - - - HDQ - - - 1710000
		PREVIOUS: \$1,210,035.98 CHANGE: \$457,956.90 CURRENT: \$1,667,992.88	

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>		1. CONTRACT ID CODE	OMB Clearance Control Number: 1103-0018
2. AMENDMENT/MODIFICATION NO. 0010	3. EFFECTIVE DATE See Block 16C	4. REQUISITION/PURCHASE REQ. NO. See Lines	5. PROJECT NO. (if applicable)
6. ISSUED BY CODE	HQ	7. ADMINISTERED BY (if other than Item 6)	CODE
DEA Headquarters 8701 Morrisette Drive Attn: Alyse White (FACS) Springfield, VA 22152			
8. NAME AND ADDRESS OF CONTRACTOR (Name, street, country, state and ZIP Code)		(X) 9A. AMENDMENT OF SOLICITATION NO.	
BOOZ ALLEN HAMILTON INC. 1223 GREENSBORO DRIVE MCLEAN, VA 22102-3838		9B. DATED (SEE ITEM 11)	
		10A. MODIFICATION OF CONTRACT/ORDER NO. DJD-08-HQ-13A-L-005	
		10B. DATED (SEE ITEM 13) 09/29/2009	
CODE 362513626		FACILITY CODE 00692857	

## 11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 16, and returning \_\_\_\_\_ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment your desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

## 12. ACCOUNTING AND APPROPRIATION DATA (if required)

2009-2009-SID-FA-1710000-DOM-G2-HDQ-25302-OPS-1710000

## 13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS.

IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
X	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: MUTUAL AGREEMENT BETWEEN BOTH PARTIES
	D. OTHER (Specify type of modification and authority)

6. IMPORTANT: Contractor ☐ is not, ☒ is required to sign this document and return \_\_\_\_\_ copies to the issuing office.

## 14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/order number subject matter where feasible.)

The purpose of bilateral modification number 0010 is to:

1. Decrease Line Item Number 2006 by 265 hours, and;
2. Increase Line Item Number 2004 by 200 hours

The total amount of award is hereby decreased by \$69.50.

Original Amount of award (as of mod 0009): \$1,588,034.34

Net Decrease: (\$69.50)

Revised Grand Total: \$1,587,964.84

Except as provided herein, all terms and conditions of the documents referenced in Item 9A or 10A, as hereinafter changed, remains unchanged and in full force and effect.

## 15A. NAME AND TITLE OF SIGNER (Type or print)

Robert J. Sogegian, Vice President, Booz Allen Hamilton, Inc.

## 15B. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)

Upatnuq Adair, Director

## 16. CONTRACT/ORDER NUMBER

(b)(4)

## 17C. DATE SIGNED

04 Sept 2012

## 18. UNITED STATES OF AMERICA

By Upatnuq Adair  
(Signature of Contracting Officer)

## 19C. DATE SIGNED

9-4-12

NIN 7540-01-102-0070  
Previous edition obsoleteSTANDARD FORM 38 (REV. 10-83)  
Prescribed by GSA, FAR (48 CFR) 53.243

## Section 2 - Commodity or Services Schedule

**SCHEDULE OF SUPPLIES/SERVICES**

CONTINUATION SHEET

ITEM NO.	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
(b)(4)					

(b)(4)

(b)(4)

(b)(4)

PREVIOUS TOTAL	\$1,588,034.34
CHANGE	(\$69.50)
CURRENT TOTAL	\$1,587,964.84

**FUNDING DETAILS:**

N/A	1	Previous : \$597,648.40 Change: \$0.00 Current : \$597,648.40	2009 - S1D - FA - 1710000 - DOM-G2 - - HDQ - 25302 - - - OPS - - - 1710000
N/A	2	Previous : \$67,537.95 Change: \$0.00 Current : \$67,537.95	2010 - DXD - FA - 1710000 - DCF-G2 - - HDQ - 25302 - - - OPS - - - 1710000
N/A	3	Previous : \$464,891.09 Change: \$0.00 Current : \$464,891.09	2010 - S1D - FA - 1710000 - DOM-G2 - - UFS - 25302 - - - OPS - - - 1710000
N/A	4	Previous : \$50,000.00 Change: \$0.00 Current : \$50,000.00	2011 - SXR - NF - 1710000 - DOM-G2 - 064G - INT - 25302 - - - HDQ - - - 1710000
N/A	5	Previous : \$91,998.84 Change: \$0.00 Current : \$91,998.84	2011 - S1D - FA - 1710000 - DOM-G2 - - ADM - 25302 - - - HDQ - - - 1710000
N/A	6	Previous : \$272,177.38 Change: (\$69.50) Current : \$272,107.88	2011 - S1L - FA - 1710000 - DOM-G2 - 11-TRV - ADM - 25302 - - - HDQ - - - 1710000
N/A	7	Previous : \$43,780.68 Change: \$0.00 Current : \$43,780.68	2011 - DXD - FA - 1710000 - DCF-G2 - - ADM - 25302 - - - HDQ - - - 1710000
		PREVIOUS: \$1,588,034.34 CHANGE: (\$69.50) CURRENT: \$1,587,964.84	



<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>		1. CONTRACT ID CODE	OMB Clearance Control Number : 1103-0018
2. AMENDMENT/MODIFICATION NO. 0003	3. EFFECTIVE DATE See Block 16C	4. REQUISITION/PURCHASE REQ. NO. PR D-10-FA-0036	5. PROJECT NO. (if applicable)
6. ISSUED BY CODE	HQ	7. ADMINISTERED BY (if other than Item 6) CODE	HQ
DEA Headquarters 600 Army-Navy Drive Lincoln Place Attn: Eric VanderVeen (FAC) Arlington, VA 22202		DEA Headquarters 8701 Morrisette Drive Attn: Eric VanderVeen (FAC) Springfield, VA 22152	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, country, state and ZIP Code)		(X)	9A. AMENDMENT OF SOLICITATION NO.
Doing Business As BOOZ ALLEN HAMILTON INC. 8283 GREENSBORO DRIVE MCLEAN, VA 22102-3838			9B. DATED (SEE ITEM 11)
		X	10A. MODIFICATION OF CONTRACT/ORDER NO. DJD-08-HQ-13A-L-005
			10B. DATED (SEE ITEM 13) 09/29/2009
CODE 362513626		FACILITY CODE 006928857	

## 11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing items 8 and 15, and returning \_\_\_\_\_ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment your desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

## 12. ACCOUNTING AND APPROPRIATION DATA (if required)

2010-DXD-FA-1710000-DCF-G2-HDQ-25302-OPS-1710000-2010

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS.  
IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation data, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
X	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: Mutual Agreement Between the Parties
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☐ is not ☒ is required to sign this document and return \_\_\_\_\_ copies to the issuing office.

## 14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

The purpose of this modification is to exercise Option Period I of this order in accordance with FAR 52.217-9 Option to Extend the Term of the Contract (MAR 2000). This modification also provides funding in the amount of \$618,479.35. See next section for CLINs and alignment of hours.

As a result of this modification, Option Period I is exercised at a total value and funded amount of \$618,479.35.  
Option Period I is fully funded.

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print) <i>Christopher McKelly, Sr VP</i>	16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Zavala, Eliana M.
(b)(4)	15C. DATE SIGNED 9/23/10
	16B. UNITED STATES OF AMERICA By <i>Eliana M. Zavala</i> (Signature of Contracting Officer)
	16C. DATE SIGNED 9/23/10

STANDARD FORM 30 (REV. 10-83)  
Prescribed by GSA FAR (48 CFR) 53.243

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>		<b>1. CONTRACT ID CODE</b>		<b>OMB Clearance Control Number : 1103-0018</b>	
<b>2. AMENDMENT/MODIFICATION NO.</b> 0003		<b>3. EFFECTIVE DATE</b> See Block 16C		<b>4. REQUISITION/PURCHASE REQ. NO.</b> PR D-10-FA-0036	
<b>5. PROJECT NO. (If applicable)</b>		<b>6. ISSUED BY</b> CODE HQ DEA Headquarters 600 Army-Navy Drive Lincoln Place Attn: Eric VanderVeen (FAC) Arlington, VA 22202		<b>7. ADMINISTERED BY (If other than Item 6)</b> CODE HQ DEA Headquarters 8701 Morrisette Drive Attn: Eric VanderVeen (FAC) Springfield, VA 22152	
<b>8. NAME AND ADDRESS OF CONTRACTOR (No., street, country, state and ZIP Code)</b>  Doing Business As: BOOZ ALLEN HAMILTON INC. 8283 GREENSBORO DRIVE MCLEAN, VA 22102-3838				<b>9A. AMENDMENT OF SOLICITATION NO.</b>  <b>9B. DATED (SEE ITEM 11)</b>  <b>10A. MODIFICATION OF CONTRACT/ORDER NO.</b> DJD-08-HQ-13A-L-005 <b>10B. DATED (SEE ITEM 13)</b> 09/29/2009	
<b>CODE</b> 362513626		<b>FACILITY CODE</b> 006928857			

**11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS**

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing items 8 and 15, and returning \_\_\_\_\_ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment your desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

**12. ACCOUNTING AND APPROPRIATION DATA (If required)**

2010-DXD-FA-1710000-DCF-G2-HDQ-25302-OPS-1710000-2010

**13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.**

<b>CHECK ONE</b>	<b>A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.</b>
	<b>B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).</b>
X	<b>C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: Mutual Agreement Between the Parties</b>
	<b>D. OTHER (Specify type of modification and authority)</b>

E. IMPORTANT: Contractor ☐ is not, ☒ is required to sign this document and return 1 copies to the issuing office.**14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)**

The purpose of this modification is to exercise Option Period I of this order in accordance with FAR 52.217-9 Option to Extend the Term of the Contract (MAR 2000). This modification also provides funding in the amount of \$618,479.35. See next section for CLINs and alignment of hours.

As a result of this modification, Option Period I is exercised at a total value and funded amount of \$618,479.35. Option Period I is fully funded.

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

<b>15A. NAME AND TITLE OF SIGNER (Type or print)</b>		<b>16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)</b> Zavala, Eliana M.	
<b>15B. CONTRACTOR/OFFEROR</b>  (Signature of person authorized to sign)	<b>15C. DATE SIGNED</b>	<b>16B. UNITED STATES OF AMERICA</b> By _____ (Signature of Contracting Officer)	<b>16C. DATE SIGNED</b>

NSN 7540-01-152-8070  
Previous edition unusableSTANDARD FORM 30 (REV. 10-83)  
Prescribed by GSA FAR (48 CFR) 53.243

Section 2 - Commodity or Services Schedule

SCHEDULE OF SUPPLIES/SERVICES

CONTINUATION SHEET

ITEM NO.	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
(b)(4)					

(b)(4)

PREVIOUS TOTAL	\$618,479.35
CHANGE	\$0.00
CURRENT TOTAL	\$618,479.35

**FUNDING DETAILS:**

LINE	DESCRIPTION	AMOUNT	DETAILS
N/A	2	Previous : \$0.00 Change: \$67,537.95 Current : \$67,537.95	2010 - DXD - FA - 1710000 - DCF-G2 - - HDQ - 25302 - - OPS - - 1710000
N/A	3	Previous : \$0.00 Change: \$550,941.40 Current : \$550,941.40	2010 - S1D - FA - 1710000 - DOM-G2 - - UFS - 25302 - - OPS - - 1710000
		PREVIOUS: \$0.00 CHANGE: \$618,479.35 CURRENT: \$618,479.35	

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>		1. CONTRACT ID CODE	OMB Clearance Control Number 1103-0018
2. AMENDMENT/MODIFICATION NO. 0007	3. EFFECTIVE DATE See Block 16C	4. REQUISITION/PURCHASE REQ. NO. See Lines	5. PROJECT NO. (if applicable)
6. ISSUED BY CODE	HQ	7. ADMINISTERED BY (if other than Item 6) CODE	
DEA Headquarters 8701 Morrisette Drive Attn: Thomas Mmbaga (FACA) Springfield, VA 22152			
8. NAME AND ADDRESS OF CONTRACTOR (No., street, country, state and ZIP Code)		(X)	9A. AMENDMENT OF SOLICITATION NO.
BOOZ ALLEN HAMILTON INC. 8283 GREENSBORO DRIVE MCLEAN, VA 22102-3838			9B. DATED (SEE ITEM 11)
CODE 362513626 FACILITY CODE 006928857		X	10A. MODIFICATION OF CONTRACT/ORDER NO. DJD-08-HQ-13A-L-005
			10B. DATED (SEE ITEM 11) 09/29/2009

## 11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended. ☐ is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning \_\_\_\_\_ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment your desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

## 12. ACCOUNTING AND APPROPRIATION DATA (if required)

2010-2010-SID-FA-1710000-DOM-G2-UFS-25302-OPS-1710000

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS.  
IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation data, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b)
X	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: MUTUAL AGREEMENT BETWEEN BOTH PARTIES
	D. OTHER (Specify type of modification and authority)

12. IMPORTANT: Contractor ☐ is not. ☒ is required to sign this document and return \_\_\_\_\_ copies to the issuing office

## 14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF action headings, including solicitation/contract subject matter where feasible.)

The nature of bilateral modification number 0007 is to:

(b)(4)

The total amount of award is hereby decreased by \$67.14.

Original Amount: \$1,667,992.88

Net Decrease: (\$67.14)

Revised Grand Total: \$1,667,925.74

Except as provided herein, all terms and conditions of the document referenced in Item 8A or 10A, as heretofore changed, remains unchanged and in full force and effect.

## 15A. NAME AND TITLE OF SPECIAL AGENT (Type or print)

Christopher M. Kelly, Sr. VP

## 15B. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)

Upshur, D. Green

(b)(4)

15C. DATE SIGNED

10/25/11

15B. UNITED STATES OF AMERICA

By

[Signature]  
(Signature of Contracting Officer)

15C. DATE SIGNED

10-25-11

STANDARD FORM 30 (REV. 10-83)  
Prescribed by GSA FPMR (48 CFR) 53.201

Section 2 - Commodity or Services Schedule

**SCHEDULE OF SUPPLIES/SERVICES**

CONTINUATION SHEET

ITEM NO.	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
----------	-------------------	----------	------	------------	--------

(b)(4)

(b)(4)

(b)(4)





(b)(4)

PREVIOUS TOTAL	\$1,667,992.88
CHANGE	(\$67.14)
CURRENT TOTAL	\$1,667,925.74

## FUNDING DETAILS:

N/A	3	<div>Previous : \$544,849.63</div> <div>Change: (\$87.14)</div> <div>Current : \$544,762.49</div>	2010 - S1D - FA - 1710000 - DOM-G2 - - UFS - 25302 - - - OPS - - - 1710000
		<div>PREVIOUS: \$1,667,992.88</div> <div>CHANGE: (\$87.14)</div> <div>CURRENT \$1,667,925.74</div>	



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U. S. Department of Justice  
Drug Enforcement Administration  
Office of Acquisition & Relocation Management  
8701 Morrisette Drive  
Springfield, VA 22152

[www.dea.gov](http://www.dea.gov)

February 6, 2013

Booz Allen Hamilton

(b)(4)

Subject: Blanket Purchase Agreement: DJDEA-HQ-08-0013BPA  
BPA Call Number: DJD-08-HQ-13A-L-005  
Modification Number: 0011

Dear Ms. (b)(4)

Enclosed herein is modification 0011 to the above-referenced contract between your firm and the Drug Enforcement Administration.

It is requested that one copy of the enclosed modification be signed by an authorized official of your firm (See Standard Form 30) and returned to the attention of Contract Support Specialist, Jacelyn Stanton by **Wednesday, February 20, 2013**. After signature by the DEA Contracting Officer, a fully executed copy will be forwarded to you. A copy of this modification may be returned via e-mail at [Jacelyn.e.stanton@usdoj.gov](mailto:Jacelyn.e.stanton@usdoj.gov) or facsimile at (202) 307-7818 to expedite this process.

In the event you have any questions regarding this matter, or anticipate a delay in returning these documents, please contact Jacelyn Stanton at (202) 616-5960.

Sincerely,

Nanaesi Amoo  
Contracting Officer  
Office of Acquisition & Relocation Management

Enclosure

# BEST AVAILABLE COPY

DJD-08-HQ-13A-L-005/0011

Page 1 of 3

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>		1. CONTRACT ID CODE		OMB Clearance Control Number 1101-0018
2. AMENDMENT/MODIFICATION NO. 0011		3. EFFECTIVE DATE See Block 16C	4. REQUISITION/PURCHASE REQ NO. See Lines	5. PRIOR CTR NO. (if applicable)
6. ISSUED BY DEA Headquarters 8701 Morrisette Drive, Attn: FAC/Jacelyn Stanton Springfield, VA 22152		CODE HQ	7. ADMINISTERED BY (If other than item 6) CODE	
8. NAME AND ADDRESS OF CONTRACTOR (No street country state and ZIP Code)  BOOZ ALLEN HAMILTON INC. 8283 GREENSBORO DRIVE MCLEAN, VA 22102-3838			9A. AMENDMENT OF SOLICITATION NO.  9B. DATED (SEE ITEM 11)  10A. MODIFICATION OF CONTRACT/ORDER NO. DJD-08-HQ-13A-L-005 10B. DATED (SEE ITEM 13) 09/29/2009	
CODE 362513626		FACILITY CODE 006928857		

**11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS**

☐ The above numbered solicitation is amended as set forth in item 14. The hour and date specified for receipt of Offers ☐ is extended ☐ is not extended

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended by one of the following methods: (a) By completing items 8 and 15, and returning \_\_\_\_\_ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment your desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

**12. ACCOUNTING AND APPROPRIATION DATA (If required)**

2011-2011-SID-FA-1710000-DOM-G2-ADM-25302-IIDQ-1710000

**13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS.  
IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.**


CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14 PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
X	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF MUTUAL AGREEMENT BETWEEN BOTH PARTIES.
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☐ is not ☒ is required to sign this document and return \_\_\_\_\_ copies to the issuing office.

**14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible)**

The purpose of bilateral modification 0011 is to de-obligate residual funds in the amount of \$8,052.21 and close out BPA Call DJD-08-HQ-13A-L-005 in its entirety.

Except as provided herein, all terms and conditions of the document referenced in item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print) Robert J. Sogegian, Vice President, Booz Allen Hamilton, Inc.		15B. UNITED STATES OF AMERICA Amoo, Nanaesi		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)
(b)(4)		15C. DATE SIGNED 02/14/2013		16B. DATE SIGNED 2/20/13
Signature of person authorized to sign		By  (Signature of Contracting Officer)		

NSM 7540-01-152-8070  
Previous editions unusable

STANDARD FORM 30 (REV. 10-03)  
Prescribed by GSA FAR (48 CFR), 53.243

... payment of your final invoice has been made. The remaining balance of \$8,052.21 will be de-obligated.

Your signature on this modification constitutes your understanding and agreement that all outstanding obligations incurred on this order have been satisfied. Therefore, it is further understood and agreed that the Government shall not be held liable for the payment of any future invoices that may be submitted under this order.

You have 30 calendar days to sign and return this modification. Failure to sign and return this modification within the stated time period shall be considered acceptance of the above statement in whole, and shall be considered acceptance of the above cite provision in whole and releases the Government from any future liability stemming from or related to this order.

De-obligate residual funds to close the order in its entirety.

Original Amount of Order:	\$597,648.40
Mod 0001:	\$0.00
Mod 0002:	\$0.00
Mod 0003:	\$618,479.35
Mod 0004:	\$0.00
Mod 0005:	(\$6,091.77)
Mod 0006:	\$457,956.40
Mod 0007:	(\$67.14)
Mod 0008:	(\$78,083.05)
Mod 0009:	(\$1,808.35)
Mod 0010:	(\$90,935.55)
Mod 0011:	(\$8,052.21)
Revised Grand Total:	\$1,489,056.58

**BEST AVAILABLE COPY**

ITEM NO.	FUNDING LINE	OBLIGATED AMOUNT	ACCOUNTING CODES
N/A	8	Previous \$35,000.00 Change (\$8,052.21) Current \$26,947.79	2011 - S1D - FA - 1710000 - DOM-G2 - - ADM - 25302 - - HDQ - - - 1710000
		PREVIOUS \$1,497,108.79 CHANGE (\$8,052.21) CURRENT \$1,489,056.58	

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>		1. CONTRACT ID CODE DIDEA-HQ-08-0013BPA	OMB Clearance Control Number: 1103-0018
2. AMENDMENT/MODIFICATION NO. 0001	3. EFFECTIVE DATE See Block 16C.	4. REQUISITION/PURCHASE REQ. NO. PR D-11-NE-0122	5. PROJECT NO. (if applicable)
6. ISSUED BY DEA Headquarters 8701 Morrisette Drive Attn: Thomas Mmbaga (FACA) Springfield, VA 22152	CODE HQ	7. ADMINISTERED BY (if other than Item 6)	CODE
8. NAME AND ADDRESS OF CONTRACTOR (No., street, country, state and ZIP Code)  BOOZ ALLEN HAMILTON INC. 8283 GREENSBORO DRIVE MCLEAN, VA 22102-3838		(X)	9A. AMENDMENT OF SOLICITATION NO.
			9B. DATED (SEE ITEM 11)
		X	10A. MODIFICATION OF CONTRACT/ORDER NO. DJD-08-HQ-13A-L-014
			10B. DATED (SEE ITEM 13)
CODE 362513626		FACILITY CODE 006928857	
		07/20/2011	

## 11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing items 8 and 16, and returning \_\_\_\_\_ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment your desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

## 12. ACCOUNTING AND APPROPRIATION DATA (if required)

2011-2011-SID-NE-2740000-DOM-G2-INT-25105-EPC-DIME-2740331

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS.  
IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
X	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: Mutual Agreement Between the Parties
	D. OTHER (Specify type of modification and authority)

16. IMPORTANT: Contractor ☐ is not, ☒ is required to sign this document and return \_\_\_\_\_ copies to the issuing office.

## 14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

SEE BLOCK 14 CONTINUATION SHEET

Except as provided herein, all terms and conditions of the documents referenced in Item 8A or 10A, as heretofore changed, remains unchanged and in full force and effect.

17A. NAME AND TITLE OF SIGNER (Type or print) <i>Christopher M. Kelly Sr.</i>	17B. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Michelle Reeves, Contracting Officer
17C. DATE SIGNED 9/12/11	17D. DATE SIGNED 9/13/2011
(b)(4)	By <i>Michelle Reeves</i> (Signature of Contracting Officer)

STANDARD FORM 30 (REV. 10-83)  
Prescribed by GSA FAR (48 CFR) 53.243

Contractor: Booz Allen Hamilton, Inc.  
Contract Number: DJD-08-HQ-13A-L-014  
Modification Number: 0001  
Page Number: Page 2 of 4

### BLOCK 14 CONTINUATION SHEET

The purpose of Modification 0001 is the following:

- 1) CLIN 0001 is decreased by (b)(4) Funding for CLIN 0001 is decreased by (b)(4)
- 2) CLIN 0002 is decreased by (b)(4) Funding for CLIN 0002 is decreased by (b)(4)
- 3) CLIN 0003 is decreased by (b)(4) The hourly rate is revised from (b)(4) Funding for CLIN 0003 is increased by (b)(4) from (b)(4)
- 4) (b)(4)

(b)(4)

The grand total of the contract is decreased by \$2,033.00 from \$464,222.64 to \$462,189.64.



Section 2 - Commodity or Services Schedule

SCHEDULE OF SUPPLIES/SERVICES					
CONTINUATION SHEET					
ITEM NO.	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
(b)(4)					
				PREVIOUS TOTAL	\$464,222.64
				CHANGE	(\$2,033.00)
				CURRENT TOTAL	\$462,189.64

FUNDING DETAILS:

N/A	1	Previous : \$464,222.64 Change: (\$2,033.00) Current : \$462,189.64	2011 - S1D - NE - 2740000 - DOM-G2 - - INT - 25105 - - - EPC - - - 2740331
		PREVIOUS: \$464,222.64 CHANGE: (\$2,033.00) CURRENT: \$462,189.64	

This order is fully funded.

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>		1. CONTRACT ID CODE DJD-08-HQ-08-0013BPA	OMB Clearance Control Number 1103-0018
2. AMENDMENT/MODIFICATION NO. 0005	3. EFFECTIVE DATE See Block 16C	4. REQUISITION/PURCHASE REQ. NO. PR D-11-NE-0122	5. PROJECT NO. (if applicable)
6. ISSUED BY DEA Headquarters 8701 Morrisette Drive Attn: Thomas Mmbaga (FACA) Springfield, VA 22152	CODE HQ	7. ADMINISTERED BY (if other than item 6)	CODE
8. NAME AND ADDRESS OF CONTRACTOR (No., street, country, state and ZIP Code)  000Z ALLEN HAMILTON INC. 8283 GREENSBORO DRIVE MCLEAN, VA 22102-3838		(X)	9A. AMENDMENT OF SOLICITATION NO.
			9B. DATED (SEE ITEM 11)
		X	10A. MODIFICATION OF CONTRACT/ORDER NO. DJD-08-HQ-13A-L-014
			10B. DATED (SEE ITEM 11) 07/20/2011
CODE 362513626		FACILITY CODE 006928857	

**11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS**

☐ The above numbered solicitation is amended as set forth in item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing items 8 and 15, and returning \_\_\_\_\_ copies of the amendment, (b) By acknowledging receipt of the amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

**12. ACCOUNTING AND APPROPRIATION DATA (if required)**

2012-2012-SID-NE-2740331-DOJ-Q2-INT-25105-NEI-NEIE-2740331

**13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS.  
IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.**

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
X	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: Mutual Agreement Between the Parties
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☐ is not, ☒ is required to sign this document and return \_\_\_\_\_ copies to the issuing office.

**14. DESCRIPTION OF AMENDMENT/MODIFICATION (Authorized by UCF section headings, including solicitation/contract subject matter where feasible)**

(b)(4) Therefore funds obligated and available for payment are decreased by \$80,051.41 from \$725,487.75 to \$645,436.34.

Except as provided herein, all terms and conditions of the document referenced in item 9A or 10A, as heretofore changed, remain unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print) Robert J. Sogegian Vice President, Booz Allen Hamilton Inc.		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Michelle Reeves, Contracting Officer	
15C. DATE SIGNED (b)(4) 17 Sept 2012		16C. DATE SIGNED 9/18/12	
(Signature or person authorized to sign)		(Signature of Contracting Officer)	

NSN 7540-01-152-8070  
Previous edition unusable

STANDARD FORM 30 (REV. 10-83)  
Prescribed by GSA FPMR (48 CFR) 53.243

## Section 2 - Commodity or Services Schedule

SCHEDULE OF SUPPLIES/SERVICES					
CONTINUATION SHEET					
ITEM NO.	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
PREVIOUS TOTAL					\$745,954.61
CHANGE					\$0.00
CURRENT TOTAL					\$745,954.61

## FUNDING DETAILS:

N/A	2	Previous : \$283,288.11 Change: (\$80,051.41) Current : \$183,246.70	2012 - S1D - NE - 2740331 - DOM-G2 - - INT - 25105 - - NEI - - - 2740331
		PREVIOUS: \$725,487.75 CHANGE: (\$80,051.41) CURRENT: \$645,436.34	

ORDER FOR SUPPLIES OR SERVICES						OMB Clearance Control Number: 1103-0018		
<b>IMPORTANT:</b> Mark all packages and papers with contract and/or order numbers.								
1. DATE OF ORDER 08/29/2011		2. CONTRACT NO. (If any) DJDEA-HQ-08-0013BPA		6. SHIP TO:				
3. ORDER NO. DJD-08-HQ-13A-L-017		4. REQUISITION/REFERENCE NO. PR D-11-01-0079		a. NAME OF CONSIGNEE DEA Headquarters				
5. ISSUING OFFICE (Address correspondence to) DEA Headquarters 8701 Morrisette Drive Attn: (FACN/Paula C. McMillan) Springfield, VA 22152				b. STREET ADDRESS 700 Army-Navy Drive, Lincoln Place, Attn: (OT/Sarah M. Jimenez)				
				c. CITY Arlington		d. STATE VA	e. ZIP CODE 22202	
				f. SHIP VIA				
7. TO:				8. TYPE OF ORDER				
a. NAME OF CONTRACTOR BOOZ ALLEN HAMILTON INC.				<input type="checkbox"/> a. PURCHASE REFERENCE YOUR: Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.				
b. COMPANY NAME								
c. STREET ADDRESS 8283 GREENSBORO DRIVE				<input type="checkbox"/> b. DELIVERY -- Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.				
d. CITY MCLEAN								
e. STATE VA		f. ZIP CODE 22102-3838		10. REQUISITIONING OFFICE				
9. ACCOUNTING AND APPROPRIATION DATA See Lines								
11. BUSINESS CLASSIFICATION (Check appropriate box(es))						12. F.O.B. POINT		
<input type="checkbox"/> a. SMALL		<input checked="" type="checkbox"/> b. OTHER THAN SMALL		<input type="checkbox"/> c. DISADVANTAGED				
<input type="checkbox"/> d. WOMEN-OWNED		<input type="checkbox"/> e. HUBZone		<input type="checkbox"/> f. SERVICE- DISABLED VETERAN-OWNED				
13. PLACE OF		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)		18. DISCOUNT TERMS		
a. INSPECTION		b. ACCEPTANCE		09/24/2011		NET 30		
17. SCHEDULE (See reverse for Rejections)								
Delivery Date: 09/24/2011 In accordance with the attached Statement of Work, the Contractor shall provide the following:								
See Continuation Sheet(s)								
18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		\$296,082.00  17(h) TOT. (Cont. pages)		
21. MAIL INVOICE TO:								
a. NAME DEA Headquarters						\$296,082.00  17(i) GRAND TOTAL		
b. STREET ADDRESS (or P.O. Box) 8701 Morrisette Drive, Attn: (OTPS/Jason F. Brown)								
c. CITY Springfield				d. STATE VA	e. ZIP CODE 22152			
22. UNITED STATES OF AMERICA BY (Signature) 						23. NAME (Typed) Michelle Reeves		
SEE BILLING INSTRUCTIONS ON REVERSE						TITLE: CONTRACTING/ORDERING OFFICER		

AUTHORIZED FOR LOCAL REPRODUCTION  
PREVIOUS EDITION NOT USABLE

OPTIONAL FORM 347 (REV. 10/2010)  
Prescribed by GSA/FAR 48 CFR 53.213(f)

if desired, this order (or a copy thereof) may be used by the Contractor as the Contractor's invoice, instead of a separate invoice, provided the following statement, (signed and dated) is on (or attached to) the order: "Payment is requested in the amount of \$\_\_\_\_\_. No other invoice will be submitted." However, if the Contractor wishes to submit an invoice, the following information must be provided; contract number (if any), order number, item number(s), description of supplies or service, sizes, quantities, unit prices, and extended totals. Prepaid shipping costs will be indicated as a separate item on the invoice. Where shipping costs exceed \$10 (except for parcel post), the billing must be supported by a bill of lading or receipt. When several orders are invoiced to an ordering activity during the same billing period, consolidated periodic billings are encouraged.

Quantity in the "Quantity Accepted" column on the face of this order has been: ☐ inspected, ☐ accepted, ☐ received  
by me and conforms to contract. Items listed below have been rejected for the reasons indicated.

## REPORT OF REJECTIONS

[illegible]

Section 2 - Commodity or Services Schedule

SCHEDULE OF SUPPLIES/SERVICES					
CONTINUATION SHEET					
ITEM NO.	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
(b)(4)					
TOTAL					\$296,082.00

FUNDING DETAILS:

N/A	1	\$296,082.00	2010 - S2B - OI - 2530000 - FGN-G1 - - SIU - 25103 - - - OPS - - - 2530000
		TOTAL: \$296,082.00	



**STATEMENT OF WORK**  
**SENSITIVE INVESTIGATIVE UNIT NETWORK**  
**Call Order DJD-08-HQ-13A-L-017 under DJDEA-HQ-08-0013BPA**

**1.0 BACKGROUND**

The Drug Enforcement Administration (DEA), Office of Special Projects (OT), Strategic Planning and Support Section (OTP) requires contractor support services, in the form of a Subject Matter Expert (Level 1), for the continued maintenance and support of the Sensitive Investigative Unit Network (SIU Net). SIU Net is a secure, internet based, computerized personnel and equipment database which supports the Sensitive Investigative Unit (SIU) Program. The SIU Program is an international enforcement initiative that cooperatively trains, equips and supports specialized units within foreign police forces, enabling them to develop and share intelligence in order to target, disrupt, dismantle and prosecute major international drug trafficking organizations impacting the United States of America. As a result of an internal assessment conducted under authorities / auspicious of the DEA Chief of Operations (OC) and supported by recommendations of the Department of Justice, Office of the Inspector General (OIG), the Program Management Staff for the SIU Program was directed to establish SIU Net. In October 2009, SIU Net went online and has been populated with biographical and equipment inventories from every SIU. In January 2010, the contract for contractor support expired and has yet to be renewed.

In this effort, OTP serves as the Program Manager of SIU Net and coordinates regularly with the service provider and any supporting agencies.

**1.1 CURRENT DEA OPERATING ENVIRONMENT**

DEA's network operates on the Microsoft Windows 2003 with Service Pack 3 platform. The SIU Net server utilizes the Windows 2003 operating system and SQL 2008 server.

**2.0 OBJECTIVE**

The purpose of this acquisition is for the Subject Matter Expert to provide technical support services for the continued maintenance of the SIU Net system hardware, determine or develop a means to electronically back up data stored on the SIU Net server, provide maintenance to the SIU Net website, and to modify the SIU Net web interface as directed by the OTP Task Monitor.



### **3.0 SCOPE**

The Subject Matter Expert shall provide for the continued maintenance of the SIU Net server, determining or designing a means to back up and access data stored on the SIU Net server, provide for the continued maintenance of the SIU Net webpage, and modify the SIU Net web interface as the needs of the SIU Program dictate.

### **4.0 TASKS**

The Subject Matter Expert shall provide support as follows:

- Determine or design the software necessary to maintain SIU Net as a secure computerized database able to capture, modify, and store information associated with the SIU Program.
- Determine or design a means to back up and access data stored on the SIU Net server.
- Provide continued maintenance to SIU Net web interface, and ensure the system remains able to allow registered users to remotely access and input biographical data.
- Modify the SIU Net web interface as the needs of the SIU Program dictate.

As necessary, the Subject Matter Expert shall determine the equipment required to maintain the required software programs, hardware storage, processing server, and the web based virtual privacy network. Once the equipment is determined, the contractor may be required to acquire the equipment at the discretion of the Task Monitor. If the Task Monitor pre-approves the contractor to purchase the equipment, the DEA may order the equipment off of this order.

### **5.0 PERSONNEL QUALIFICATIONS**

In addition to the qualifications required for a Level 1 Subject Matter Expert in the General Services Agreement, the Subject Matter Expert shall possess computer skills to utilize the following software: Windows, Unix/Linux, HTML/XML/JAVA, Microsoft PowerPoint, Word, Excel, and Access.

### **5.1 REPORTING REQUIREMENTS**

The Subject Matter Expert shall provide quarterly reports documenting tasks completed, length of time spent on each task, the operational status of SIU Net, equipment acquired, and identify all potential cost and programmatic shortfalls. These reports will be provided on the first of every third month of performance. The Subject Matter Expert shall describe actions taken and any further actions needed in accordance with the SOW.

### **6.0 SECURITY**

The personnel security access level is SECRET for all personnel assigned to this contract. The personnel shall have been granted a security clearance by the Department of Defense, Defense Security Services, for access to national security information classified at the SECRET level based on a Limited Background Investigation (LBI) or the TOP SECRET level based on a Single

Scope Background Investigation (SSBI). Interim clearances will be accepted. *Detailed security requirements and the documentation required to obtain approval for access at DEA are provided in Security Provision DEA-2852.204.85 which is available at [www.dea.gov](http://www.dea.gov). Click on Acquisitions & Contracts and go to DEA-2852.204.85 under Security Provisions.*

## **6.1 SECURITY OF SYSTEMS AND DATA, INCLUDING PERSONALLY IDENTIFIABLE DATA**

### **a. Systems Security**

The work to be performed under this contract requires the handling of data that originated within the Department, data that the contractor manages or acquires for the Department, and/or data that is acquired in order to perform the contract and concerns Department programs or personnel. For all systems handling such data, the contractor shall comply with all security requirements applicable to Department of Justice systems, including but not limited to all Executive Branch system security requirements (e.g., requirements imposed by OMB and NIST), DOJ IT Security Standards, and DOJ Order 2640.2E. The contractor shall provide DOJ access to and information regarding the contractor's systems when requested by the Department in connection with its efforts to ensure compliance with all such security requirements, and shall otherwise cooperate with the Department in such efforts. DOJ access shall include independent validation testing of controls, system penetration testing by DOJ, FISMA data reviews, and access by the DOJ Office of the Inspector General for its reviews.

The use of contractor-owned laptops or other media storage devices to process or store data covered by this clause is prohibited until the contractor provides a letter to the contracting officer (CO) certifying the following requirements:

1. Laptops must employ encryption using a NIST Federal Information Processing Standard (FIPS) 140-2 approved product;
2. The contractor must develop and implement a process to ensure that security and other applications software is kept up-to-date;
3. Mobile computing devices will utilize anti-viral software and a host-based firewall mechanism;
4. The contractor shall log all computer-readable data extracts from databases holding sensitive information and verify each extract including sensitive data has been erased within 90 days or its use is still required. All DOJ information is sensitive information unless designated as non-sensitive by the Department;
5. Contractor-owned removable media, such as removable hard drives, flash drives, CDs, and floppy disks, containing DOJ data, shall not be removed from DOJ facilities unless encrypted using a NIST FEPS 140-2 approved product;
6. When no longer needed, all removable media and laptop hard drives shall be processed (sanitized, degaussed, or destroyed) in accordance with security requirements applicable to DOJ;

7. Contracting firms shall keep an accurate inventory of devices used on DOJ contracts;
8. Rules of behavior must be signed by users. These rules shall address at a minimum: authorized and official use; prohibition against unauthorized users; and protection of sensitive data and personally identifiable information;
9. All DOJ data will be removed from contractor-owned laptops upon termination of contractor work. This removal must be accomplished in accordance with DOJ IT Security Standard requirements. Certification of data removal will be performed by the contractor's project manager and a letter confirming certification will be delivered to the CO within 15 days of termination of contractor work;

b. Data Security

By acceptance of, or performance on, this contract, the contractor agrees that with respect to the data identified in paragraph a, in the event of any actual or suspected breach of such data (i.e., loss of control, compromise, unauthorized disclosure, access for an unauthorized purpose, or other unauthorized access, whether physical or electronic), the contractor will immediately (and in no event later than within one hour of discovery) report the breach to the DOJ CO and the contracting officer's technical representative (COTR).

If the data breach occurs outside of regular business hours and/or neither the CO nor the COTR can be reached, the contractor shall call the DOJ Computer Emergency Readiness Team (DOJCERT) at 1-866-US4-CERT (1-866-874-2378) within one hour of discovery of the breach. The contractor shall also notify the CO as soon as possible during regular business hours.

c. Personally Identifiable Information Notification Requirement

The contractor further certifies that it has a security policy in place that contains procedures to promptly notify any individual whose personally identifiable information (as defined by OMB) was, or is reasonably believed to have been, breached. Any notification shall be coordinated with the Department, and shall not proceed until the Department has made a determination that notification would not impede a law enforcement investigation or jeopardize national security. The method and content of any notification by the contractor shall be coordinated with, and be subject to the approval of, the Department. The contractor assumes full responsibility for taking corrective action consistent with the Department's Data Breach Notification Procedures, which may include offering credit monitoring when appropriate.

d. Pass-through of Security Requirements to Subcontractors

The requirements set forth in Paragraphs a through c above, apply to all subcontractors who perform work in connection with this contract. For each subcontractor, the contractor must certify that it has required the subcontractor to adhere to all such requirements. Any breach by a subcontractor of any of the provisions set forth in this clause will be attributed to the contractor.

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>		1. CONTRACT ID CODE DIDEA-HQ-08-0013BPA	OMB Clearance Control Number 1103-0018
2. AMENDMENT/MODIFICATION NO. 0002	3. EFFECTIVE DATE See Block 16C.	4. REQUISITION/PURCHASE REQ NO. PR D-11-NE-0122	5. PROJECT NO. (if applicable)
6. ISSUED BY  DEA Headquarters 8701 Morrisette Drive Attn: Thomas Mmbaga (FACA) Springfield, VA 22152	CODE HQ	7. ADMINISTERED BY (if other than Item 6)	CODE
8. NAME AND ADDRESS OF CONTRACTOR (No. street, country, state and ZIP Code)  BOOZ ALLEN HAMILTON INC. 8283 GREENSBORO DRIVE MCLEAN, VA 22102-3838		(X) 9A. AMENDMENT OF SOLICITATION NO.  9B. DATED (SEE ITEM 11)  10A. MODIFICATION OF CONTRACT/ORDER NO. DJD-08-HQ-13A-L-014 10B. DATED (SEE ITEM 13) 07/20/2011	
CODE 362513626		FACILITY CODE 006928837	

**11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS**

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning \_\_\_\_\_ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment your desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

**12. ACCOUNTING AND APPROPRIATION DATA (if required)**

N/A

**13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.**

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
X	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: Mutual Agreement Between the Parties
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☐ is not, ☒ is required to sign this document and return \_\_\_\_\_ copies to the paying office.

**14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF action headings, including solicitation/contract subject matter where feasible)**  
The purpose of Modification 0002 is to extend the period of performance through August 5, 2012.

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 13A, as heretofore changed, remain unchanged and in full force and effect.

15A. NAME AND TITLE OF BUYER (Type or print) <i>CHRISTOPHER McKelly Sr. VP</i>	15B. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Michelle Reeves, Contracting Officer
(b)(4)	15C. DATE SIGNED 2/7/12 15D. UNITED STATES OF AMERICA By <i>Michelle Reeves</i> (Signature of Contracting Officer) 15E. DATE SIGNED 2/8/2012

STANDARD FORM 30 (REV. 10-83)  
Prescribed by GSA FAR 101 CFR 53.243

Section 2 - Commodity or Services Schedule

**SCHEDULE OF SUPPLIES/SERVICES**

CONTINUATION SHEET

ITEM NO.	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
(b)(4)					
PREVIOUS TOTAL					\$462,189.64
CHANGE					\$0.00
CURRENT TOTAL					\$462,189.64

This order is fully funded.

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>		1. CONTRACT ID CODE DJDEA-HQ-08-0013BPA	OMB Clearance Control Number: 1103-0018
2. AMENDMENT/MODIFICATION NO. 0001	3. EFFECTIVE DATE See Block 16C	4. REQUISITION/PURCHASE REQ. NO. PR D-11-01-0079	5. PROJECT NO. (If applicable)
6. ISSUED BY DEA Headquarters 8701 Morrisette Drive Attn: Eric VanderVeen (FACA) Springfield, VA 22152	CODE HQ	7. ADMINISTERED BY (If other than Item 6)	CODE
8. NAME AND ADDRESS OF CONTRACTOR (No., street, country, state and ZIP Code)  BOOZ ALLEN HAMILTON INC. 8283 GREENSBORO DRIVE MCLEAN, VA 22102-3838		(X)	9A. AMENDMENT OF SOLICITATION NO.
			9B. DATED (SEE ITEM 11)
		X	10A. MODIFICATION OF CONTRACT/ORDER NO. DJD-08-HQ-13A-L-017
			10B. DATED (SEE ITEM 13) 08/29/2011
CODE 362513626		FACILITY CODE 006928857	

**11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS**

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning \_\_\_\_\_ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment your desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

**12. ACCOUNTING AND APPROPRIATION DATA (If required)**

2010-2011-S2B-01-2530000-FGN-G1-STU-25103-OPS-2530000-2010

**13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS.  
IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.**

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
X	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: Mutual Agreement Between the Parties
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☐ is not, ☒ is required to sign this document and return \_\_\_\_\_ copies to the issuing office.

**14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)**

The purpose of this modification is to add hours and funding to CLINs 0001 and 0003. See next page.

As a result of this modification, the total value and funded amount of this order is increased from \$296,082.00 by \$120,100.00 to \$416,182.00.

This order is fully funded in the amount of \$416,182.00.

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print) Ronald A. Hodge Senior Vice President	16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Zavala, Eliana M.
15B. UNITED STATES OF AMERICA By <u>Ronald A. Hodge</u> (Signature of person authorized to sign)	16B. UNITED STATES OF AMERICA By <u>Eliana M. Zavala</u> (Signature of Contracting Officer)
15C. DATE SIGNED 9/29/2011	16C. DATE SIGNED 9/29/11

NSN 7540-01-152-8070  
Previous edition unusable

STANDARD FORM 30 (REV. 10-83)  
Prescribed by GSA FAR (48 CFR) 53.243

## Section 2 - Commodity or Services Schedule

**SCHEDULE OF SUPPLIES/SERVICES**

## CONTINUATION SHEET

ITEM NO.	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
(b)(4)					
					PREVIOUS TOTAL
					\$296,082.00
					CHANGE
					\$120,100.00
					CURRENT TOTAL
					\$416,182.00

## FUNDING DETAILS:

ITEM NO.	FUNDING LINE	DELEGATED AMOUNT	ACCOUNTING CODES
N/A	2	Previous : \$0.00 Change: \$120,100.00 Current : \$120,100.00	2010 - S2B - OI - 2530000 - FGN-G1 - - SIU - 25103 - - - OPS - - - 2530000

PREVIOUS: \$296,082.00

CHANGE: \$120,100.00

CURRENT: \$416,182.00



<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>		1. CONTRACT ID CODE DJDEA-HQ-08-0013BPA		OMB Clearance Control Number 1103-0018	
2. AMENDMENT/MODIFICATION NO. 0003		3. EFFECTIVE DATE See Block 16C.		4. REQUISITION/PURCHASE REQ. NO. PR D-11-NE-0122	
5. ISSUED BY DEA Headquarters 8701 Morrisette Drive Attn: Thomas Mmbaga (FACA) Springfield, VA 22152		6. CODE HQ		7. ADMINISTERED BY (If other than Item 5) CODE	
8. NAME AND ADDRESS OF CONTRACTOR (No. street, country, state and ZIP Code)  BOOZ ALLEN HAMILTON INC 8283 GREENSBORO DRIVE MCLEAN, VA 22102-3838				9A. AMENDMENT OF SOLICITATION NO.  9B. DATED (SEE ITEM 11)  10A. MODIFICATION OF CONTRACT/ORDER NO. DJD-08-HQ-13A-L-014 10B. DATED (SEE ITEM 13) 07/20/2011	
CODE 362513626		FACILITY CODE 006928857			

**11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS**

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended. ☐ is not extended

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing items 8 and 15, and returning \_\_\_\_\_ copies of the amendment; (b) By acknowledging receipt of the amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment your desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

**12. ACCOUNTING AND APPROPRIATION DATA (If required)**

2012-2012-S1D-NE-2740331-DOM-G2-INT-25105-NEI-NEIE-2740331

**13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS.  
IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.**

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
X	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF Mutual Agreement Between the Parties
	D. OTHER (Specify type of modification and authority)

IF IMPORTANT: Contractor ☐ is not ☒ is required to sign this document and return \_\_\_\_\_ copies to the issuing office

**14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible)**

SEE BLOCK 14 CONTINUATION SHEET

Except as provided herein, all terms and conditions of the document referenced in Item 8A or 10A, as hereinafter changed, remains unchanged and in full force and effect

15A. NAME AND TITLE OF SIGNER (Type or print) <i>Christopher M. Kelly, Sr. VP</i>		15B. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Michelle Reeves, Contracting Officer	
15C. DATE SIGNED 3/5/12		15D. DATE SIGNED 3/6/2012	
(b)(4)		By <i>[Signature]</i> (Signature of Contracting Officer)	

STANDARD FORM 30 (REV. 10-83)  
Prescribed by GSA FPMR (48 CFR) 53.243

Contractor: Booz Allen Hamilton, Inc.  
Contract Number: DJD-08-HQ-13A-L-014  
Modification Number: 0003  
Page Number: Page 2 of 4

**BLOCK 14 CONTINUATION SHEETS**

The purpose of Modification 0003 is to 1) revise Contract Line Item Number (CLIN) 0001 Information Technology Associate - Onsite; 2) revise CLIN 0002 Functional Specialist - Offsite; 3) revise CLIN 0003 Advanced Technology Project Manager - Offsite; 4) revise CLIN 0004 Travel; and 5) revise CLIN 0005 Information Technology Associate - Offsite.

**HIGHLIGHTS:**

**1. Revise CLIN 0001 Information Technology Associate - Onsite as follows:**

Changes for Line Item 0001 - Information Technology Associate - Onsite

(b)(4)

**2. Revise CLIN 0002 Functional Specialist - Offsite as follows:**

Changes for Line Item 0002 - Functional Specialist - Offsite

(b)(4)

**3. Revise CLIN 0003 Advanced Technology Project Manager - Offsite as follows:**

Changes for Line Item 0003 - Advanced Technology Project Manager - Offsite

(b)(4)

**4. Revise CLIN 0004 Travel as follows:**

Changes for Line Item 0004 - Travel

(b)(4)

**5. Revise CLIN 0005 Information Technology Associate - Offsite as follows:**

Changes for Line Item 0005 - Information Technology Associate - Offsite

(b)(4)

As a result of this modification, the grand total of the contract is increased by \$283,788.58 from

(b)(4)

## Section 2 - Commodity or Services Schedule

## SCHEDULE OF SUPPLIES/SERVICES

## CONTINUATION SHEET

ITEM NO.	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
(b)(4)					

PREVIOUS TOTAL	\$462,189.64
CHANGE	\$283,788.58
CURRENT TOTAL	\$745,978.22

## FUNDING DETAILS:

N/A	2	Previous : \$0.00 Change: \$263,298.11 Current : \$263,298.11	2012 - S1D - NE - 2740331 - DCM-G2 - - INT - 25105 - - NEI - - - 2740331
		PREVIOUS: \$462,189.64 CHANGE: \$263,298.11 CURRENT: \$725,487.75	

BEST AVAILABLE COPY

DJD-08-HQ-13A-L-017/0002

Page 1 of 2

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>		1. CONTRACT ID CODE DJDFA-HQ-08-0013BPA		OMB Clearance Control Number 1103-0018	
2. AMENDMENT/MODIFICATION NO. 0002		3. EFFECTIVE DATE see block 16c		4. REQUEST/PURCHASE REQ NO PR 13-11-01-00179	
5. PROJECT NO. (if applicable)		6. ISSUED BY DFA Headquarters 8701 Morrisette Drive Attn: Eric VanderVeen (FAU) Springfield, VA 22152		7. ADMINISTERED BY (if other than item 6) CODE	
8. NAME AND ADDRESS OF CONTRACTOR (No street country state and ZIP Code)					
BOOZ ALLEN HAMILTON INC. 8283 GREENSBORO DRIVE MCLEAN, VA 22102-3838					
9A. AMENDMENT OF SOLICITATION NO. 9B. DATED (SEE ITEM 11) 10A. MODIFICATION OF CONTRACT/ORDER NO. DJD-08-HQ-13A-L-017 10B. DATED (SEE ITEM 13) 08/29/2011					
CODE 362513626		FACILITY CODE 006928857			

**11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS**

☐ The above numbered solicitation is amended as set forth in item 14. The hour and date specified for receipt of Offers ☐ is extended ☐ is not extended

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing items 6 and 15, and returning \_\_\_\_\_ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment your desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

**12. ACCOUNTING AND APPROPRIATION DATA (if required)**

N/A

**13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS.  
IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.**

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b)
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
X	D. OTHER (Specify type of modification and authority) Mutual Agreement of Both Parties

E. IMPORTANT: Contractor ☐ is not, ☒ is required to sign this document and return \_\_\_\_\_ copies to the issuing office

**14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible)**

The purpose for this modification is to extend the end date on the period of performance of the order from September 23, 2012 to September 28, 2012. There are no other changes to the order.

Except as provided herein, all terms and conditions of the document referenced in item 9A or 10A as heretofore changed, remains unchanged and in full force and effect

15A. NAME AND TITLE OF SIGNER (Type or print) Robert J. Sogegian Vice President, Booz Allen Hamilton, Inc		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Zavala, Eliana M.	
15C. DATE SIGNED 21 September 2012		16B. UNITED STATES OF AMERICA By <u>Eliana Zavala</u> (Signature of Contracting Officer)	
15D. DATE SIGNED 9/24/12		16C. DATE SIGNED	

NSN 7540-01-152-8670  
Previous edition unusable

STANDARD FORM 30 (REV. 10-83)  
Prescribed by GSA FAR (48 CFR) 53.243

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>		1. CONTRACT ID CODE DJDEA-HQ-08-0013BPA		OMB Clearance Control Number 1103-0018	
2. AMENDMENT/MODIFICATION NO. 0004		3. EFFECTIVE DATE See Block 16C.		4. REQUISITION/PURCHASE REQ NO. PR D-11-NE-0122	
5. ISSUED BY CODE HQ		6. ADMINISTERED BY (If other than Item 5) CODE		7. PROJECT NO. (If applicable)	
8. NAME AND ADDRESS OF CONTRACTOR (Ind. street, country, state and ZIP Code)  BOOZ ALLEN HAMILTON INC. 8283 GREENSBORO DRIVE MCLEAN, VA 22102-3838					
9. AMENDMENT OF SOLICITATION NO. (X) 10. DATED (SEE ITEM 11) 10A. MODIFICATION OF CONTRACT/ORDER NO. X DJD-08-HQ-13A-L-014 10B. DATED (SEE ITEM 11) 07/20/2011					
CODE 362513626		FACILITY CODE 006928857			

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning \_\_\_\_\_ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment your desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)  
 2011-2011-S1D-NE-2740000-DOM-G2-INT-25105-EPC-DIME-2740331

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS.  
 IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation data, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
X	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: Mutual Agreement Between the Parties
	D. OTHER (Specify type of modification and authority)

15. SIGNATURE: Contractor ☐ is not, ☒ is required to sign this document and return \_\_\_\_\_ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/amendment subject matter where feasible.)

SEE BLOCK 14 CONTINUATION SHEET

Except as provided herein, all terms and conditions of the document referenced in Item 8A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF BUYER (Type or print) CHRISTOPHER M. KELLY, SA UP		15B. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Michelle Reeves, Contracting Officer	
(b)(4)		15C. DATE SIGNED 6/18/12	
		15D. UNITED STATES OF AMERICA By <i>[Signature]</i> (Signature of Contracting Officer)	
		15E. DATE SIGNED 6/19/2012	

STANDARD FORM 38 (REV. 10-83)  
 Prescribed by GSA FPMR (48 CFR) 83.243

Contractor: Booz Allen Hamilton, Inc.  
Contract Number: DJD-08-HQ-13A-L-014  
Modification Number: 0004  
Page Number: Page 2 of 4

**BLOCK 14 CONTINUATION SHEETS**

(b)(4)

**HIGHLIGHTS:**

(b)(4)

As a result of this modification, the grand total of the contract is decreased by \$23.61 from \$745,978.22 to \$745,954.81. Funding remains unchanged in the amount of \$725,487.75. Therefore, funding in the amount of \$20,466.86 remains subject to the availability.

Section 2 - Commodity or Services Schedule

SCHEDULE OF SUPPLIES/SERVICES					
CONTINUATION SHEET					
ITEM NO.	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
(b)(4)					

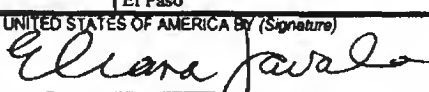


(b)(4)

PREVIOUS TOTAL	\$745,978.22
CHANGE	(\$23.61)
CURRENT TOTAL	\$745,954.61

FUNDING DETAILS:

N/A	1	Previous : \$462,189.64 Change: \$0.00 Current : \$462,189.64	2011 - S1D - NE - 2740000 - DOM-G2 - - INT - 25105 - - - EPC - - - 2740331
		PREVIOUS: \$725,487.75 CHANGE: \$0.00 CURRENT: \$725,487.75	

ORDER FOR SUPPLIES OR SERVICES						OMB Clearance Control Number: 1103-0018	
<b>IMPORTANT: Mark all packages and papers with contract and/or order numbers.</b>							
1. DATE OF ORDER 07/20/2011		2. CONTRACT NO. (if any) D/DEA-HQ-08-0013BPA		6. SHIP TO:			
3. ORDER NO. DJD-08-HQ-13A-L-014		4. REQUISITION/REFERENCE NO. PR D-11-NE-0122		a. NAME OF CONSIGNEE SEE SCHEDULE			
5. ISSUING OFFICE (Address correspondence to) DEA Headquarters 8701 Morrisette Drive Attn: Thomas Mmbaga (FACA) Springfield, VA 22152				b. STREET ADDRESS			
				c. CITY		d. STATE	e. ZIP CODE
				f. SHIP VIA			
7. TO:				8. TYPE OF ORDER			
a. NAME OF CONTRACTOR BOOZ ALLEN HAMILTON INC.				<input type="checkbox"/> a. PURCHASE REFERENCE YOUR: Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.		<input type="checkbox"/> b. DELIVERY -- Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.	
b. COMPANY NAME							
c. STREET ADDRESS 8283 GREENSBORO DRIVE				10. REQUISITIONING OFFICE DEA - El Paso Intelligence Center 11339 SSG Sims St. Attn: Cassandra Pelham (NE) El Paso, TX 79908-8098			
d. CITY MCLEAN		e. STATE VA	f. ZIP CODE 22102-3838				
9. ACCOUNTING AND APPROPRIATION DATA 2011-2011-SID-NE-2740000-DOM-G2-INT-25105-EPC-DIME-2740331							
11. BUSINESS CLASSIFICATION (Check appropriate box(es))							
<input type="checkbox"/> a. SMALL		<input checked="" type="checkbox"/> b. OTHER THAN SMALL		<input type="checkbox"/> c. DISADVANTAGED		<input type="checkbox"/> d. SERVICE-DISABLED VETERAN	
<input type="checkbox"/> d. WOMEN-OWNED		<input type="checkbox"/> e. HUBZone		<input type="checkbox"/> f. EMERGING SMALL BUSINESS			
13. PLACE OF				14. GOVERNMENT B/L NO.		12. F.O.B. POINT	
a. INSPECTION		b. ACCEPTANCE				15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)	
						16. DISCOUNT TERMS NET 30	
17. SCHEDULE (See reverse for Rejections)							
ITEM NO.	DESCRIPTION OF SERVICES	ORDERED QUANTITY (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT	COUNTRY ACCEPTED (g)	
0001	Information Technology Associate	1,112.000000	HR	\$121.1600	\$134,729.92		
See Continuation Sheet(s)							
18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.			
SEE BILLING INSTRUCTIONS ON REVERSE		21. MAIL INVOICE TO:				\$329492.72	
		a. NAME DEA - El Paso Intelligence Center					
		b. STREET ADDRESS (or P.O. Box) Invoice.Epic@usdoj.gov				\$464,222.64	
		c. CITY El Paso		d. STATE TX	e. ZIP CODE 79908-8098		
22. UNITED STATES OF AMERICA BY (Signature) 						23. NAME (Typed) Zavala, Eliana M.	
						TITLE: CONTRACTING/ORDERING OFFICER	

AUTHORIZED FOR LOCAL REPRODUCTION  
PREVIOUS EDITION NOT USABLE

OPTIONAL FORM 347 (REV. 4/2006)  
Prescribed by GSA/FAR 48 CFR 53.213(f)

If desired, this order (or a copy thereof) may be used by the Contractor as the Contractor's invoice, instead of a separate invoice, provided the following statement, (signed and dated) is on (or attached to) the order: "Payment is requested in the amount of \$ \_\_\_\_\_. No other invoice will be submitted." However, if the Contractor wishes to submit an invoice, the following information must be provided; contract number (if any), order number, item number(s), description of supplies or service, sizes, quantities, unit prices, and extended totals. Prepaid shipping costs will be indicated as a separate item on the invoice. Where shipping costs exceed \$10 (except for parcel post), the billing must be supported by a bill of lading or receipt. When several orders are invoiced to an ordering activity during the same billing period, consolidated periodic billings are encouraged.

Quantity in the "Quantity Accepted" column on the face of this order has been: ☐ inspected, ☐ accepted, ☐ received  
by me and conforms to contract. Items listed below have been rejected for the reasons indicated.

SHIPMENT NUMBER	PARTIAL		DATE RECEIVED	SIGNATURE OF AUTHORIZED U.S. GOV'T REP.	DATE
	FINAL				
TOTAL CONTAINERS		GROSS WEIGHT	RECEIVED AT	TITLE	

[illegible]

## Section 2 - Commodity or Services Schedule

**SCHEDULE OF SUPPLIES/SERVICES**

## CONTINUATION SHEET

ITEM NO.	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
(b)(4)					
TOTAL					\$464,222.64

## FUNDING DETAILS:

ITEM NO.	FUNDING LINE	OBLIGATED AMOUNT	ACCOUNTING CODES
N/A	1	\$464,222.64	2011 - S1D - NE - 2740000 - DOM-G2 - - INT - 25105 - - - EPC - - - 2740331
		TOTAL: \$464,222.64	

This order is fully funded.

## Section 3 - Contract Clauses

BEST AVAILABLE COPY

## Clauses By Full Text

## DEA-PH.0016 CONTRACTOR PERSONNEL REPORTING REQUIREMENTS (CPRR)(JUNE 2011)

- (a) During the life of the contract, the contractor shall report all personnel assigned to perform under the contract using the "CPRR Excel Spreadsheet Template" available at [www.justice.gov/dea/acquisitions\\_contracts.html](http://www.justice.gov/dea/acquisitions_contracts.html). The report shall be updated quarterly to include any additions, updates, or changes in status. This information will be maintained by DEA's Office of Security Programs, to ensure compliance with requirements of Homeland Security Presidential Directive 12 (HSPD-12).
- (b) By the 10<sup>th</sup> of January, April, July, and October, the contractor shall provide the report directly to the [HSPD-12.Division.Mail@usdoj.gov](mailto:HSPD-12.Division.Mail@usdoj.gov).
- (c) Failure to submit timely updates on the quarterly contractor report will be documented by Security Programs and reported to the Contracting Officer's Technical Representative (COTR) or Contracting Officer for appropriate action and may result in adverse comments to the Contractor Performance Assessment Reporting System (CPARS). CPARS is used by the DEA to record evaluation information into the Past Performance Information Retrieval System (PPIRS). Past performance is one of the assessment tools used by Federal agencies when selecting a contractor for award.
- (d) In the event of repetitive failures to provide this report, the contract may be terminated for default.
- (End of Clause)

## DEA-SAP-MATRIX DEA Simplified Acquisition Clause Matrix (MAY 2010)

52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998). This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. The full text of a clause may be accessed electronically at this address: <http://www.acquisition.gov/>

X	CLAUSE	CLAUSE DESCRIPTION AND REFERENCE
X	CCR	<b>NOTICE TO VENDOR</b> This order includes Clause 52.232-33, Payment by Electronic Funds Transfer - Central Contractor Registration (Oct 2003), and Clause 52.204-7, Central Contractor Registration (Apr 2008). The contractor is required to be registered in the Central Contractor Registration (CCR) database to be eligible to receive a government award. Register at <a href="http://www.bpn.gov/">http://www.bpn.gov/</a> (Applies to all orders).
X	DEA-2852.232-81	<b>RELEASE OF RESIDUAL FUNDS (\$100 OR LESS) (Sep 2004)</b> The contractor is advised when submitting the final invoice under this order to submit an information copy of the invoice to the Contracting Officer. The invoice must be marked "Informational Copy - Final Invoice." If residual funds on the order total \$100 or less, the government will automatically deobligate the residual funds without further communication with the vendor. Upon receipt and payment of the final invoice, it is understood and agreed that all outstanding obligations incurred on the above referenced order have been satisfied. Therefore, it is further understood and agreed that the government shall not be liable for the payment of any future invoices that may be submitted under the above referenced order. (Applies to all orders)
X	DEA-2852.232-82	<b>RELEASE OF RESIDUAL FUNDS (GREATER THAN \$100) (Sep 2004)</b>

X		<p>If funds greater than \$100 remain on this order after payment of the final invoice, the Government will issue a bilateral modification to authorize release of those funds. The contractor's signature on the modification will constitute understanding and agreement that all outstanding obligations incurred on this order have been satisfied. The Government shall not be held liable for the payment of any further invoices submitted under this order. The contractor will have up to 30 calendar days after issuance of the modification to sign and return it. Further, failure to sign and return the modification within the stated time period shall be considered acceptance of the government's intent to deobligate the residual funds; and releases the Government from any future liability stemming from or related to this order. <i>(Applies to all orders)</i></p>
X	DEA-2852.232-84	<p><b>INVOICE REQUIREMENTS (Dec 2008)</b></p> <p>(a) The contractor shall submit scanned or electronic images of invoice(s) to the following email address: invoice.epic@usdoj.gov, with copies to Cassandra.D.Pelham@usdoj.gov and Thomas.D.Mmbaga@usdoj.gov. The date of record for invoice receipt is established on the day of receipt of the email if it arrives before the end of standard business hours (5 p.m. local), or the next business day if the invoice arrives outside of normal business hours. Scanned documents with original signatures in .pdf or other graphic formats attached to the email are acceptable. Digital/electronic signatures and certificates can not be processed by DEA and will be returned.</p> <p>(b) In addition to the items required in FAR clause 52.232-25, PROMPT PAYMENT, at (a)(3)(i) through (x), a proper invoice shall also include the following minimum additional information and/or attached documentation:</p> <p>(1) Total/cumulative charges for the billing period for each Contract Line Item Number (CLIN);</p> <p>(2) Dates upon which items/services were delivered;</p> <p>(3) The Contractor's Taxpayer Identification Number (TIN); and</p> <p>(4) A statement signed by a responsible official of the concern substantially similar if not identical to the following:</p> <p>"I certify that the items above have been delivered in accordance with the contract, and that all charges are true, correct, and have not been previously billed."</p> <p>_____ Contractor's Signature Date</p> <p>[Printed Name/Title/Company/Telephone Number] [Printed Name/Title/Company/Telephone Number]</p> <p>(c) Invoices will be rejected if they do not display/open/execute properly, are not legible, or if they do not contain the required information or signatures for processing. <i>(Applies to all orders)</i></p>
X	52.243-1	<p><b>CHANGES - FIXED PRICE (Aug 1987) Alt I, II or III (Apr 1984)</b> <b>(43.205(a)(1)(Applies to all orders for supplies/services)</b></p>
---	---	<p><b>CONTRACTING OFFICER: Check the following clauses as applicable to this procurement</b></p>
---	52.213-4	<p><b>TERMS AND CONDITIONS - SIMPLIFIED ACQUISITIONS (OTHER THAN COMMERCIAL ITEMS) (Apr 2010)(13.302-5(d))</b></p> <p>Includes Clause 52.232-33, Payment by Electronic Funds Transfer - Central Contractor Registration, as well as provisions for inspection and termination. <i>(Applies to open mar-</i></p>

X		<b>CONTRACTS CONTAINING PROVISIONS FOR THE ACQUISITION OF INFORMATION</b>
		<i>ket simplified acquisitions over \$3,000.)</i>
—	DEA-2852.204-83	<b>PUBLIC TRUST POSITIONS - SECURITY REQUIREMENTS FOR ACCESS TO DEA SENSITIVE INFORMATION/US CITIZENSHIP REQUIRED (Mar 2009)</b> <i>Applies to orders for long term contractor personnel other than linguistic services. See <a href="http://www.usdoj.gov/dea/acquisitions_contracts.html">http://www.usdoj.gov/dea/acquisitions_contracts.html</a> for full text.</i>
—	DEA-2852.204-84	<b>PUBLIC TRUST POSITIONS - SECURITY REQUIREMENTS FOR ACCESS TO DEA SENSITIVE INFORMATION/US CITIZENSHIP OR PERMANENT RESIDENT ALIEN STATUS REQUIRED (Feb 2009)</b> <i>Applies to orders for linguistic services. See <a href="http://www.usdoj.gov/dea/acquisitions_contracts.html">http://www.usdoj.gov/dea/acquisitions_contracts.html</a> for full text.</i>
X	JAR-PGD-08-04A	<b>SECURITY OF SYSTEMS AND DATA, INCLUDING PERSONALLY IDENTIFIABLE DATA (Mar 2008)</b> <i>Applies to any contract where the contractor handles data that originated from the Department, data that the contractor manages or acquires for the Department and/or data this is acquired in order to perform the contract and concerns Department programs or personnel.</i>
X	JAR-PGD-08-04B	<b>INFORMATION RESELLERS OR DATA BROKERS (Mar 2008)</b> <i>Applies to contracts where the Department obtains personally identifiable information from a contractor (such as information resellers or data broker).</i>
—	52.213-2	<b>INVOICES (Apr 1984) (13.302-5(b))</b> <i>The Contractor's invoices must be submitted before payment can be made. The Contractor will be paid on the basis of the invoice, which must state (a) the starting and ending dates of the subscription delivery; and (b) either that orders have been placed in effect for the addressees required, or that the orders will be placed in effect upon receipt of payment. (Applies to orders that authorize advance payments for subscriptions or other charges for newspapers, magazines, periodicals, or other publications, i.e., any publications printed, microfilmed, photocopied, or magnetically or otherwise recorded for auditory or visual usage)</i>
—	52.213-3	<b>NOTICE TO SUPPLIER (Apr 1984) (13.302-5(c))</b> <i>This is a firm order ONLY if your price does not exceed the maximum line item or total price in the Schedule. Submit invoices to the Contracting Officer. If you cannot perform in exact accordance with this order, WITHHOLD PERFORMANCE, and notify the Contracting Officer immediately, giving your quotation. (Applies to un-priced purchase orders)</i>
—	52.223-1	<b>BIOBASED PRODUCT CERTIFICATION (Dec 2007)</b> <i>As required by the Farm Security and Rural Investment Act of 2002 and the Energy Policy Act of 2005 (7 U.S.C. 8102(c)(3)) the offeror certifies, by signing this offer, that biobased products (within categories of products listed by the United States Department of Agriculture in 7 CFR part 2902, subpart B) to be used or delivered in performance of the contract, other than biobased products that are not purchased by the offeror as a direct result of this contract, will comply with the applicable specifications or other contractual requirements.</i>
—	52.223-2	<b>AFFIRMATIVE PROCUREMENT OF BIOBASED PRODUCTS UNDER SERVICE AND CONSTRUCTION CONTRACTS (Dec 2007)</b> <i>Insert 52.223-2 clause in service or construction solicitations and contracts unless the contract will not involve the use of USDA-designated items at <a href="http://www.usda.gov/biopreferred">http://www.usda.gov/biopreferred</a> or 7 CFR Part 2902.</i>
—	52.223-4	<b>RECOVERED MATERIAL CERTIFICATION (May 2008)</b> <i>As required by the Resource Conservation and Recovery Act of 1976 (42 U.S.C. 6962(c)(3)(A)(i)), the offeror certifies, by signing this offer, that the percentage of recovered materials for EPA designated items to be delivered or used in the performance of the contract will be at least the amount required by the applicable contract specifications or other contractual requirements.</i>
—	52.223-9	<b>ESTIMATE OF PERCENTAGE OF RECOVERED MATERIAL CONTENT FOR EPA-DESIGNATED PRODUCTS (May 2008)</b> <i>Insert clause 52.223-9 in solicitations and contracts exceeding \$100,000 that are for, or specify the</i>

X		<p>use of EPA-designated products containing recovered materials. If technical personnel advise that estimates can be verified, use the clause with Alternate I. Upon completion of the order, contractor shall submit the estimate (and certification, if ALT I applies) to [Contract Officer].</p> <p>(a) Definitions. As used in this clause-- <b>Postconsumer material</b> means a material or finished product that has served its intended use and has been discarded for disposal or recovery, having completed its life as a consumer item. Postconsumer material is a part of the broader category of "recovered material." <b>Recovered material</b> means waste materials and by-products recovered or diverted from solid waste, but the term does not include those materials and by-products generated from, and commonly reused within, an original manufacturing process.</p> <p>(b) The Contractor, on completion of this contract, shall--</p> <p>(1) Estimate the percentage of the total recovered material content for EPA-designated item(s) delivered and/or used in contract performance, including, if applicable, the percentage of post-consumer material content; and</p> <p>(2) Submit this estimate to [Submit Estimate To]</p> <p>[Contracting Officer complete in accordance with agency procedures].</p> <p>Alternate I (MAY 2008). As prescribed in 23.406(d), redesignate paragraph (b) of the basic clause as paragraph (c) and add the following paragraph (b) to the basic clause:</p> <p>(b) The Contractor shall execute the following certification required by the Resource Conservation and Recovery Act of 1976 (42 U.S.C. 6962(i)(2)(C)):</p> <p style="text-align: center;"><b>CERTIFICATION</b></p> <p>I, [Name of Certifier] (name of certifier), am an officer or employee responsible for the performance of this contract and hereby certify that the percentage of recovered material content for EPA-designated items met the applicable contract specifications or other contractual requirements.</p> <p>(Signature of the Officer or Employee)</p> <p>(Typed Name of the Officer or Employee)</p> <p>(Title)</p> <p>(Name of Company, Firm, or Organization)</p> <p>(Date)</p>
—	52.223-15	<p><b>ENERGY EFFICIENCY IN ENERGY-CONSUMING PRODUCTS.</b> (Dec 2007)</p> <p>Insert clause at 52.223-15 in solicitations and contracts when energy-consuming products listed in the ENERGY STAR Program or FEMP will be: (a) delivered, (b) acquired by the contractor for use in performing services at Federally-controlled facility, (c) furnished by the contractor for use by the Government, (d) Specified in the design of a building or work, or incorporated during its construction, renovation, or maintenance.</p>
—	52.223-16	<p><b>IEEE 1680 STANDARD FOR THE ENVIRONMENTAL ASSESSMENT OF PERSONAL COMPUTER PRODUCTS</b> (Dec 2007)</p> <p>Unless an exception has been approved in accordance with 23.705(c), insert clause 52.223-16 in all solicitations and contracts for (i) personal computer products, (ii) services that require furnishing of personal computer products for use by the Government, (iii) contractor operation of Government-owned facilities.</p>
—	52.223-17	<p><b>AFFIRMATIVE PROCUREMENT OF EPA-DESIGNATED ITEMS IN SERVICE AND CONSTRUCTION CONTRACTS</b> (May 2008)</p> <p>In the performance of this contract, the Contractor shall make maximum use of products containing recovered materials that are EPA-designated items unless the product cannot be acquired (1) competitively within a timeframe providing for compliance with the contract performance schedule; (2) meeting contract performance requirements; (3) at a reasonable price. More information is available at <a href="http://www.epa.gov/cpg">www.epa.gov/cpg</a>. The list of EPA-designated items is available at <a href="http://www.epa.gov/cpg/products.htm">www.epa.gov/cpg/products.htm</a></p>
—	52.232-18	<p><b>AVAILABILITY OF FUNDS</b> (Apr 1984) (32.705-1(a))</p> <p>Funds are not presently available for this contract. The Government's obligation under this contract</p>



X		
		is contingent upon the availability of appropriated funds from which payment for contract purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are made available to the Contracting Officer for this contract and until the Contractor receives notice of such availability, to be confirmed in writing by the Contracting Officer. <i>(Applies if contracting action is initiated before funds for the new fiscal year are available or if total funding is not currently available)</i>
—	52.232-36	<b>PAYMENT BY THIRD PARTY</b> (Feb 2010) (32.1110(d)) <i>(Use when payment will be made with Government credit card.)</i>
—	Service Contract Act Wage Determination	In accordance with Clause 52.213-4 above, this order is subject to the Service Contract Act of 1965, as amended (July 2005). The attached wage determination is applicable: <b>Wage Determination No., Dated</b> . If the wage determination is not available at the time of award, upon receipt, the Contracting Officer will incorporate it by modification. <i>(Applies to orders for services that exceed \$2,500).</i>

Updated through FAC 2005-40; May, 2010

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**Section 4 - List of Attachments***Exhibits and Attachments*

Identifier	Title	Number of Pages
1	Exhibit 1 SOW	

**Exhibit 1**  
**El Paso Intelligence Center Virtual Architecture (EVA)**  
**Operations and Maintenance Contract**  
**Statement of Work**

**1.0 BACKGROUND**

The El Paso Intelligence Center (EPIC) mission has evolved from its experience in supporting interdiction efforts and investigations regarding drug trafficking, alien and weapon smuggling, and other criminal activities, by adding counterterrorism to its efforts. EPIC's vision is to continue to provide timely and expeditious support to federal, state, local, tribal, and international law enforcement agencies and to remain the premier tactical operational intelligence center in the nation.

The EPIC Virtual Architecture (EVA) Project creates an infrastructure that is capable of serving a new requirement to store and manage digital images and provide disaster recovery capability to minimize any disruption in service. It lays the foundation for cloud computing and paves the way for the continued development of EPIC's enterprise framework. It will provide EPIC with the potential and flexibility to enhance existing tools and support additional services and capabilities that are critical to fulfilling EPIC's mission and vision. The expected benefits from this effort are reduced operational workload, improved resource utilization, greater flexibility, and cost effective upgrades.

The EVA project creates a network of hardware and software that supports clustering and virtual computing. This project combines a new architecture: grid enabled service infrastructure, with a software operating system to create an agile and efficient network, at a remote location, that will also serve as a Continuity of Operations (COOP) site. The two sites, COOP EVA and EPIC EVA, will be networked and included within the ESS accreditation boundary. EVA is currently supporting the backup EPIC-10 application and database, the Flight and EID databases, and the Archangel application.

**2.0 OBJECTIVE**

The purpose of this Statement of Work (SOW) is to engage the expertise and experience of a contractor to support the EVA. The contractor shall provide the following support to the EVA infrastructure:

- Operations & Maintenance (O&M) Activities
- Application Integration and Enhancement Activities
- System Administration

**3.0 SCOPE**

**3.1 Operations & Maintenance Activities**

The contractor shall provide O&M support to the EVA infrastructure. These efforts will include:

- Provide remote access system support of EVA via esp.gov and the EPIC Seizure System network.
- Provide on-site system support of EVA as required and directed by the EVA Program Manager (PM).
- Provide installation and configuration management of EVA system upgrades.
- Provide support to EPIC Information System Security Officer (ISSO) in order to maintain EVA security accreditation.
- Provide support to Change Control Board regarding proposed upgrades utilizing industry best practices and in accordance with EPIC guidelines.
- Provide support for the testing, integration and deployment of EVA Primary, Test and Backup systems, as built and required.
- Provide support to ensure backup and recovery of mission critical data and applications is implemented and operating properly.
- Provide coordination with 'deployment site' personnel and system vendors for hardware issue resolution.
- Provide support for system monitoring tools that will report to administrators concerning system health.
- Provide system support for all Oracle and Microsoft SQL database features and data sets within the EVA infrastructure.

### **3.2 Application Integration and Enhancement Activities**

The contractor shall provide support to EPIC regarding integration of applications into the EVA infrastructure. These efforts will include:

- Support EPIC software development teams in performing standard maintenance operations after-hours (MST) (after-hours support will not be routinely required).
- Support EPIC engineers in hosting applications within the EVA infrastructure by providing Virtual Machine specification and implementation.
- Support in the enhancement of the deployed EVA infrastructure.
- Support in the enhancement and administration of the MS SharePoint systems.
- Ensure user connectivity and operational status is maintained for all applications hosted within the EVA boundary.

### **3.3 System Administration**

The contractor shall provide support to EPIC regarding system administration of the EVA infrastructure. The Server Administrators are responsible for setting up and supporting the server environment. Contractor personnel shall be required to possess expertise in Hardware and Operating System installation and support, focusing on x86 servers including host level configuration of Storage Area Network (SAN) attached storage. Specific support will include:

- Providing 24/7 support of critical services and applications hosted within EVA through the use of an "on call" schedule and an afterhours contact telephone number.

- Rapidly identifying and resolving OS-related failures, and coordinate resolution in equipment failures.
- Administering Windows and Linux platforms and applications, including the installation and maintenance of Windows and Linux applications in the Red Hat virtual environment.
- Integrating EVA systems and services with existing EPIC IT architecture to meet operational requirements.
- Executing and overseeing administration, installation, maintenance and proper licensing of systems, including installation of server operating systems, patches and upgrades.
- Performing timely troubleshooting, performance tuning, backup and maintenance of systems, subsystems and applications in collaboration with appropriate Computing/Network Services staff, and for systems integrated or connected to EVA.
- Providing for security and integrity of systems, including support and implementation of appropriate policies and procedures, overseeing assignment of access and security rights, as well as supervising and responding to periodic security scans.
- Ensuring that system and server-based applications run correctly.
- Providing and maintaining up-to-date documentation of EVA infrastructure, server configurations, administrative tools and procedures for implementation/adaptation of products and services.

#### **4.0 DELIVERABLES**

The contractor shall prepare and deliver items to the Government Task Monitor as shown in the following table.

<b>RELATED TASK</b>	<b>DELIVERABLE</b>	<b>DUE DATE</b>
General Reports	Monthly Systems Configuration and Status Report (MSCSR)	10 <sup>th</sup> workday after the end of each month
General Reports	Weekly Progress Reports (WPR)	Monday of each week delineating prior week activities (or as deemed necessary by the Government Task Monitor)
Billing	Invoice	20 <sup>th</sup> workday after the end of each month – after MSCSR has been approved by the Government Task Monitor

#### **4.1 Monthly Systems Configuration and Status Report (MSCSR)**

The Monthly Systems Configuration and Status Report (MSCSR) submitted by the 10<sup>th</sup> workday of each month shall include the following:

- Contractor's name and address
- Call Order Number
- Date of Report
- Period covered by the report

- Total hours for the reporting period by labor category
- Description of progress made during the reporting period
- Problems found and recommended solutions
- Activities/tasks/projects planned for the next reporting period
- Assistance or guidance required/recommended
- System name and hosted services for all server systems
- Utilization percentages of all server systems.
- Network and SAN configurations and bandwidth utilization percentages for all server systems.
- Disk configurations and utilization percentages for all server systems and SAN.
- Identified or potential issues for current and planned systems and services within the EVA environment.

#### **4.2 Invoice Requirements**

The invoice will not be accepted and processed until after the Monthly Systems Configuration and Status Report has been received and approved by the Government.

#### **4.3 Weekly Progress Reports**

The Weekly Progress Reports (see sample provided) submitted on Monday of each week (or at the discretion of the Government Task Monitor) shall include the following:

- Hours worked
- Project status
- Work accomplished
- Work planned for the next week
- Issues

#### **5.0 APPLICABLE DOCUMENTS, MATERIALS, AND GOVERNMENT PROPERTY**

All applicable documentation will be furnished by the Government. All material required for this effort will be provided by the DEA, including hardware, software, licenses/entitlements, manuals and documentation, and general office supplies. Operating System, application, and tool licenses will be furnished by the Government.

#### **6.0 PLACE OF PERFORMANCE**

Work for this effort will be performed primarily at the El Paso Intelligence Center (EPIC) and the Sterling Park Technology Center (SPTC) facilities; however, travel to and from other locations will sometimes be required.

#### **7.0 PERIOD OF PERFORMANCE**

The period of performance for this support will be August 16, 2011 – March 4, 2012.

## **8.0 SECURITY REQUIREMENTS**

### **DEA-2852.204-85 SECURITY REQUIREMENTS FOR ACCESS TO DEA SENSITIVE INFORMATION/US CITIZENSHIP OR PERMANENT RESIDENT ALIEN STATUS REQUIRED (May 2011)**

All contract personnel working on this Call Order shall have a SECRET security clearance. Contractor personnel shall have their security clearance granted through the Department of Defense (DOD) Defense Security Service (DSS). Only U.S. citizens, by birth or naturalized, shall be permitted to perform services under this Call Order. DEA will conduct record checks to supplement and update the DOD/DSS background investigation for all contractor personnel. The Office of Security Programs, Personnel Security Section (ISR) will conduct a suitability review of all contractor personnel assigned to this Call Order. A final suitability determination will come from ISR on contractors requiring access to DEA facilities, systems, or DEA Sensitive/National Security Information.

Through the life of the contract at specified intervals, Contractors shall submit information detailing those employees supporting DEA efforts in accordance with DEA Provision titled: Contractor Personnel Reporting Requirements (CPRR). The CPRR will be provided to the contractor upon award of the contract.

## **9.0 TRAVEL**

There are anticipated travel requirements for this effort. All travel costs will be authorized on a case-by-case basis and approved as set forth herein. Any expenses incurred by Contractor personnel without prior Government approval may be denied for payment. DEA anticipates four (4) trips to El Paso for two (2) contractor personnel within the period of performance. EPIC anticipates twelve (12) trips to the northern Virginia area at various DEA support facilities during the period of performance.

The Contractor will be reimbursed for actual, allowable travel costs and travel allowances (per diem) of personnel who are authorized to travel, in accordance with the established policy of the Federal Travel Regulation. Such transportation costs will not be reimbursed in an amount greater than the cost of first class rail or of economy air travel, unless first class rail or economy air travel space are not available and the contractor certifies to these facts in the voucher or other documents submitted for reimbursement. Vouchers and claims for expenses (i.e., receipts) shall be attached to invoices.

Domestic U.S. travel directed by the Government under this contract shall be incurred in accordance with the Department of Justice and Agency travel regulations; Federal Acquisition Regulations (FAR) Part 31; 41 Code of Federal Regulations (CFR) Chapters 300 and 301; Federal Travel Regulations (FTR); and applicable Fair Labor Standards Act (FLSA) regulations. Travel expenses will be reimbursed on an actual expense basis in accordance with the FTR. All travel must be reviewed and pre-approved by the COTR/Task Monitor prior to travel. No direct

travel costs from place of residence to and from the normally assigned worksite will be allowable under this contract. Domestic U.S. travel rates (i.e., per diem, mileage, etc.) can be found at <http://www.policyworks.gov> on the Internet; or, from the General Services Administration (GSA), Office of Government-wide Policy, Office of Transportation and Personal Property, Travel & Transportation Management Policy Division, Washington, DC 20405. The telephone number is (202) 501-1538.

Maximum rates of per diem allowance and reimbursements for miscellaneous travel expenses for travel in foreign areas, including the Trust Territory of the Pacific Islands, are established by the Department of State.

Maximum rates of per diem allowances and reimbursements for miscellaneous travel expenses for travel in Alaska, Hawaii, Puerto Rico, Northern Marianna Islands and territories and possessions of the United States are established by the Department of Defense.

**Local travel** from the DEA work site to and from other locations, such as conference centers and other Federal agencies, may be required. Transportation, parking, and/or local travel via a privately owned vehicle (POV) shall be reimbursed in accordance with DEA local travel policy. Mileage for use of a POV shall be reimbursed in accordance with the Department of Justice Travel Regulations at the prevailing rate per mile as established by GSA.

**Long distance travel** will be reimbursed in accordance with the Department of Justice Travel Regulations at the prevailing rates as established by GSA (United States) or the Department of State and/or the Department of Defense (foreign countries) for lodging, meals and miscellaneous expenses, mileage, and local transportation.

#### **TRAVEL INVOICE**

The Travel Summary shall provide a breakdown of days that the Contractor employees have been in a travel status. The information shall be broken down by name of traveler, destination, number of days, per diem lodging, per diem, miscellaneous and incidental expenses (including tolls, mileage, etc.), differential and allowances, with subtotals and a grand total. Copies of all supporting documentation including receipts, shall accompany the Travel Summary.

#### **10.0 TASK MONITOR**

The Task Monitor (TM) for this Task Order will be Cassandra Pelham, contact information (915) 760-2114 and [cassandra.d.pelham@usdoj.gov](mailto:cassandra.d.pelham@usdoj.gov).

Task Monitor (TM) is defined as: the government's primary technically oriented representative assigned to monitor total Contractor performance and interaction with the Government personnel and to provide technical coordination, as required, with Government organizations. This individual will be a DEA employee.

(a) The TM will be indicated on each individual task order.



(b) The TM is responsible for: receiving all deliverables; inspecting and accepting the supplies or services provided hereunder in accordance with the terms and conditions of this task order; providing direction to the Contractor which clarifies the contract effort, fills in details or otherwise serves to accomplish the contractual Scope of Work; evaluating performance; and certifying all invoices/vouchers for acceptance of the supplies or services furnished for payment prior to forwarding the original invoice to the payment office and a conformed copy to the Contracting Officer.

(c) The TM does not have the authority to alter the Contractor's obligations under the task order, direct changes that fall within the purview of the General Provisions clause entitled "Changes," and/or modify any of the expressed terms, conditions, specifications, or cost of the agreement. If as a result of technical discussions it is desirable to alter/change contractual obligations or the Scope of Work, the Contracting Officer shall issue such changes in writing and signed.

**SAMPLE OF WEEKLY REPORT**

Client: <b>EPIC</b>	Project Name:	
Consultant:	Week Ending:	Report Date:
Hours Worked:	Name	Hours
Project Status Summary:		
Accomplished this Week/Period:		
Planned for Next Week:		
Priority Issues Being Worked:		
Open Escalated Issues: (Request assistance.):		
Top-Five Risks List:		
Project Consultant Signature/Date:		



<b>SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS</b> <b>OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24 &amp; 30</b>				1. REQUISITION NUMBER PR D-10-ST-0574		ONS Clearance Control Number 1103-0018	
2. CONTRACT NO. DJD-10-C-0039		3. AWARD/EFFECTIVE DATE 09/30/2010		4. ORDER NUMBER		5. SOLICITATION NUMBER	
7. FOR SOLICITATION INFORMATION CALL:		6. NAME		8. TELEPHONE NUMBER (No collect calls)		9. OFFER DUE DATE / LOCAL TIME	
9. ISSUED BY Drug Enforcement Administration Office of Investigative Technology/FAC 10555 Furnace Road Attn: Ghazala Shabnam Lorton, VA 22079				10. THE ACQUISITION IS <input checked="" type="checkbox"/> UNRESTRICTED OR NAICS: 541990 SIZE STANDARD: D06 <input type="checkbox"/> SET ASIDE: <input type="checkbox"/> % FOR <input type="checkbox"/> SMALL BUSINESS <input type="checkbox"/> EMERGING SMALL BUSINESS <input type="checkbox"/> HUBZONE SMALL BUSINESS <input type="checkbox"/> SERVICE-DISABLED VETERAN OWNED SMALL BUSINESS <input type="checkbox"/> (SVA)			
11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED <input type="checkbox"/> NET SCHEDULE		12. DISCOUNT TERMS NET 30		13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (13 CFR 700) <input type="checkbox"/>		13b. RATING	
15. DELIVER TO Drug Enforcement Administration Office of Investigative Technology/STTI 10555 Furnace Road Attn: Dave Bradley Lorton, VA 22079				16. ADMINISTERED BY Drug Enforcement Administration Office of Investigative Technology 10555 Furnace Road Attn: FAC Lorton, VA 22079			
17a. CONTRACTOR/ OFFEROR Doing Business As: 800Z ALLEN HAMILTON INC. 8281 ORBENSBORO DRIVE MCLEAN, VA 22102-3838		17b. FACILITY CODE 006928857		18a. PAYMENT WILL BE MADE BY Drug Enforcement Administration Office of Investigative Technology 10555 Furnace Road Attn: Fiscal Lorton, VA 22079			
17c. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER <input type="checkbox"/>				18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a UNLESS BLOCK BELOW IS CHECKED <input type="checkbox"/> SEE ADDENDUM			
19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES			21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
	The Contractor shall provide Software Engineering Development services in accordance with the attached SOW and in accordance with proposal dated July 12, 2010 against GSA Schedule GS-35F-03067						
See Continuation Sheet(s) (Use Separate sheet for each Additional Sheet or Insert)							
25. ACCOUNTING AND APPROPRIATION DATA 2010-2010-SID-ST-2335320-DOM-G2-TJE-25105-OPS-INET-2335322						26. TOTAL AWARD AMOUNT (For Govt. Use Only) \$706,241.60	
27a. SOLICITATION INCORPORATES BY REFERENCES FAR 52.212-1, 52.212-4, FAR 52.212-3 AND 52.212-5 ARE ATTACHED. ADDENDA <input type="checkbox"/>						27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4, 52.212-5 IS ATTACHED. ADDENDA <input type="checkbox"/>	
28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN 1 COPIES TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED HEREIN. <input checked="" type="checkbox"/>						29. AWARD OF CONTRACT: REP. OFFER DATED YOUR OFFER ON SOLICITATION (BLOCK 5) INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS. <input type="checkbox"/>	
30a. SIGNATURE OF OFFEROR/CONTRACTOR Robert J. Sogegian Vice President				31. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER) Ghazala Shabnam			
30b. NAME AND TITLE OF SIGNER (TYPE OR PRINT) (b)(4)				30c. DATE SIGNED 9/8/2010		31b. NAME OF THE CONTRACTING OFFICER (TYPE OR PRINT) Shabnam, Ghazala X.	
						31c. DATE SIGNED 9/9/10 09/09/2010	

AUTHORIZED FOR LOCAL REPRODUCTION  
PREVIOUS EDITION IS NOT USABLE

STANDARD FORM 1449 (REV. 3/2005)  
Prescribed by GSA - FAR (48 CFR) 53.21.2

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24 & 30				1. REQUISITION NUMBER PR D-10-ST-0574	OMB Clearance Control Number: 1103-0018
2. CONTRACT NO. DJD-10-C-0039	3. AWARD/EFFECTIVE DATE 09/30/2010	4. ORDER NUMBER	5. SOLICITATION NUMBER	6. SOLICITATION ISSUE DATE	
7. FOR SOLICITATION INFORMATION CALL:			a. NAME	b. TELEPHONE NUMBER (No collect calls)	8. OFFER DUE DATE / LOCAL TIME
9. ISSUED BY Drug Enforcement Administration Office of Investigative Technology/FAC 10555 Furnace Road Attn: Ghazala Shabnam Lorton, VA 22079			CODE	ST	
11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED <input type="checkbox"/> SEE SCHEDULE			12. DISCOUNT TERMS NET 30		
13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700) <input type="checkbox"/>			13b. RATING		
14. METHOD OF SOLICITATION <input type="checkbox"/> RFQ <input type="checkbox"/> IFB <input type="checkbox"/> RFP			15. ADMINISTERED BY Drug Enforcement Administration Office of Investigative Technology 10555 Furnace Road Attn: FAC Lorton, VA 22079		
16. DELIVER TO Drug Enforcement Administration Office of Investigative Technology/STII 10555 Furnace Road Attn: Dave Bradley Lorton, VA 22079			CODE	ST	
17a. CONTRACTOR/OFFEROR Doing Business As: BOOZ ALLEN HAMILTON INC. 8283 GREENSBORO DRIVE MCLEAN, VA 22102-3838			CODE	362513626	
FACILITY CODE			006928857	18a. PAYMENT WILL BE MADE BY Drug Enforcement Administration Office of Investigative Technology 10555 Furnace Road Attn: Fiscal Lorton, VA 22079	
TELEPHONE NO.			18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a UNLESS BLOCK BELOW IS CHECKED <input type="checkbox"/> SEE ADDENDUM		
17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER <input type="checkbox"/>					
<p>The Contractor shall provide Software Engineering Development services in accordance with the attached SOW and in accordance with proposal dated July 12, 2010 against GSA Schedule GS-35F-0306J</p> <p>See Continuation Sheet(s) (Use Reverse and/or Attach Additional Sheets as Necessary)</p>					
25. ACCOUNTING AND APPROPRIATION DATA 2010-2010-SID-ST-2335320-DOM-G2-T3E-25105-OPS-INET-2335322				26. TOTAL AWARD AMOUNT (For Govt. Use Only) \$706,241.60	
27a. SOLICITATION INCORPORATES BY REFERENCES FAR 52.212-1, 52.212-4, FAR 52.212-3 AND 52.212-5 ARE ATTACHED. ADDENDA <input type="checkbox"/>				ARE NOT ATTACHED <input type="checkbox"/>	
27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4, 52.212-5 IS ATTACHED. ADDENDA <input type="checkbox"/>				ARE NOT ATTACHED <input type="checkbox"/>	
28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN 1 COPIES TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED HEREIN. <input checked="" type="checkbox"/>				29. AWARD OF CONTRACT: REF. OFFER DATED YOUR OFFER ON SOLICITATION (BLOCK 5) INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS: <input type="checkbox"/>	
30a. SIGNATURE OF OFFEROR/CONTRACTOR				31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER)	
30b. NAME AND TITLE OF SIGNER (TYPE OR PRINT)		30c. DATE SIGNED		31b. NAME OF THE CONTRACTING OFFICER (TYPE OR PRINT)	
				Shabnam, Ghazala X.	
				08/31/2010	
AUTHORIZED FOR LOCAL REPRODUCTION PREVIOUS EDITION IS NOT USABLE				STANDARD FORM 1449 (REV. 3/2005) Prescribed by GSA - FAR (48 CFR) 53.21.2	

19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT

32a. QUANTITY IN COLUMN 21 HAS BEEN

☐ RECEIVED   ☐ INSPECTED   ☐ ACCEPTED, AND CONFORMS TO THE CONTRACT, EXCEPT AS NOTED: \_\_\_\_\_

32b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE

32c. DATE

32d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE

32e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE

32f. TELEPHONE NUMBER OF AUTHORIZED GOVERNMENT REPRESENTATIVE

32g. E-MAIL OF AUTHORIZED GOVERNMENT REPRESENTATIVE

33. SHIP NUMBER

34. VOUCHER NUMBER

35. AMOUNT VERIFIED CORRECT FOR

36. PAYMENT

☐ COMPLETE   ☐ PARTIAL   ☐ FINAL

37. CHECK NUMBER

38. S/R ACCOUNT NUMBER

39. S/R VOUCHER NUMBER

40. PAID BY

41a. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT

41b. SIGNATURE AND TITLE OF CERTIFYING OFFICER

41c. DATE

42a. RECEIVED BY (Print)

42b. RECEIVED AT (Location)

42c. DATE REC'D (YYMMDD)

42d. TOTAL CONTAINERS

STANDARD FORM 1449 (REV. 3/2005) BACK

## Table of Contents

<u>Section</u>	<u>Description</u>	<u>Page Number</u>
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3	Contract Clauses. ....	6
4	List of Attachments. ....	7

## Section 2 - Commodity or Services Schedule

**SCHEDULE OF SUPPLIES/SERVICES**

## CONTINUATION SHEET

ITEM NO.	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
(b)(4)					



0015	CLIN 4003 - Training "SUBJECT TO AVAILABILITY OF FUNDS"	15,000.000000	EA	\$1.0000	\$15,000.00
Line Period of Performance: 09/30/2014 - 09/29/2015					
TOTAL					\$706,241.60

## FUNDING DETAILS:

ITEM NO.	DESCRIPTION	AMOUNT	ACCOUNT
N/A	1	\$706,241.60	2010 - S1D - ST - 2335320 - DOM-G2 - - T3E - 25105 - - - OPS - - - 2335322
		TOTAL: \$706,241.60	

**Section 3 - Contract Clauses**

**This Section Is Intentionally Left Blank**

**Section 4 - List of Attachments**

*Exhibits and Attachments*

**This Section Is Intentionally Left Blank**

## SUPPLIES/SERVICES

### B.1 DESCRIPTION OF SERVICES

The contractor shall provide all labor and materials necessary to perform the work specified in Section C and in accordance with the terms and conditions set forth herein.

### B.2 TYPE OF CONTRACT

The Government contemplates a Firm-Fixed Price contract from this solicitation.

### B.3 PRICING PROPOSAL SCHEDULE

The contractor shall provide all labor and material necessary to perform the tasks as defined in the statement of work and conditions set forth herein.

### B.4 PERIOD OF PERFORMANCE

Base Period: September 30, 2010 through September 29, 2011

CLIN	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE
(b)(4)					
TOTAL					\$612,245.84

\*Note: New rates of \$118.54 and \$110.87 are effective April 1, 2011.

Option I Period: September 30, 2011 through September 29, 2012

CLIN	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE
(b)(4)					
TOTAL					\$714,756.80

\*Note: New rates of \$122.69 and \$114.75 are effective April 1, 2012.

**Option II Period: September 30, 2012 through September 29, 2013**

CLIN	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE
(b)(4)					
<b>TOTAL</b>					<b>\$738,564.80</b>

*\*Note: New rates of \$126.99 and \$118.77 are effective April 1, 2013.*

**Option III Period: September 30, 2013 through September 29, 2014**

CLIN	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE
(b)(4)					
<b>TOTAL</b>					<b>\$763,198.40</b>

*\*Note: New rates of \$131.43 and \$122.93 are effective April 1, 2013.*

**Option IV Period: September 30, 2014 through September 29, 2015**

CLIN	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE
(b)(4)					
<b>TOTAL</b>					<b>\$788,696.00</b>

*\*Note: New rates of \$136.04 and \$127.23 are effective April 1, 2013.*

**Grand Total (Base Plus 4 Option Years): \$3,617,461.84.**

**STATEMENT OF WORK  
FOR  
Software Development  
"Maintain and Enhance the  
DITU Existing Case Support Infrastructure"**

**1. PROJECT BACKGROUND**

The DEA is the principal drug enforcement investigative arm of the United States Department of Justice. It is charged with gathering and reporting facts, locating witnesses, and obtaining evidence in cases involving Federal narcotics trafficking investigations. The mission of the DEA's Office of Investigative Technology is to provide technical support to DEA field offices to support their ability to conduct lawfully authorized electronic surveillance. To that end, the Internet Technology Unit (STII) is engaged in a number of development projects and activities that focus on developing the surveillance, collection, forensic, and tactical communications capabilities required for law enforcement to accomplish its objectives. The projects supported through STII are primarily engaged in the accurate collection, processing and presentation of digital intercepts.

The focus of this overall effort is to provide the software engineering services required to specify, build and deploy the applications necessary to support specific case requirements for electronic surveillance and forensic evaluation of the collected information. The software shall be installed and tested to assure that the configured system is operationally correct. The contractor shall support the system installation and remote troubleshooting as required. Quick reaction software development expertise will be required.

The purpose of this SOW is to describe the tasking necessary to support the DEA's ability to collect and analyze evidence and intelligence from various sources. The task will be achieved through engineering support for quick reaction deployment of collection, processing and presentation systems and the development of capabilities that are designed to meet specific case requirements.

**2. OBJECTIVES**

This SOW defines the technical services required to maintain and enhance the DITU existing case support infrastructure. The goal of the work described in this SOW is to assist DITU personnel in executing case support activities through:

- The Maintenance and Enhancement of the CoolMiner Internet Minimization Software, which is used to display collected data.
- Further Development and Maintenance on the Email Capture Automated Provisioning System (ECAPS), which will automate the provisioning of data collections.
- Software development related to automated data Normalization.
- Further Development and Maintenance to cloned email retrieval software.
- Software enhancements related to automatic system target verification, data integrity and routing evidence.

### **3. STATEMENT OF WORK**

#### **3.1 Task Description**

This is a time and materials task that will provide quick reaction engineering support to the DEA in response to urgent case requirements and other time sensitive projects.

#### **3.2 Required Services**

The contractor shall provide technical services required supporting the development, operation, maintenance, and deployment of tools used to conduct electronic surveillance. The contractor shall also support specific logistical and operational requirements of STII to include those referenced in Section 1.2.2. Specific activities the contractor will be required to perform are defined in the following sections of this SOW.

##### **3.2.1 Maintenance and enhancements to Coolminer**

The focus of this task is to define, design, and develop enhancements to the in-house government-owned evidence viewing and management system, Coolminer. Coolminer requires modifications to keep pace with shifts in network technologies. Software maintenance activities are required to meet the requirements of on-going casework. Software integration tasks shall be required to keep Coolminer in stride with other efforts being implemented within DITU. Software enhancements are required to support long-term capabilities such as automating data management techniques and improved presentation of network data sessions, email and other electronic data. The contractor shall support efforts related to exporting Coolminer evidence products to intelligence databases and third party analytical systems. The contractor shall provide source code and documentation that can be used to maintain the systems delivered under this effort. Software efforts may change with the network landscape and be defined during the execution of the contract.

##### **3.2.2 Development and Maintenance to ECAPS data provisioning automation**

The focus of this task is to define, design, and develop capabilities for the Email Capture Automated Provisioning System (ECAPS). Application software shall be developed that provides connectivity and handling of evidence management systems interfaced with the STII Internet Minimization System. The Contractor shall be required to enter discussions with industry and government entities gathering data on interface requirements and data formatting and processing requirements. Dependability and consistency of software applications is paramount to this real-time data capture and management effort. The contractor shall provide source code and documentation that can be used to maintain the systems delivered under this effort. Efforts may change with the electronic surveillance landscape and be redefined during the execution of the contract.

##### **3.2.3 Internet Information Technology Center**

The focus of this task is to provide the engineering services required to support specific case requirements for electronic surveillance and forensic evaluation of the collected information. Enhancements shall be considered that provide for further requirements to normalize data

beyond the current capabilities. The Contractor shall support remote system installation and remote troubleshooting as required.

#### **3.2.4 Maintenance related to evidence retrieval**

The focus of this task is to maintain existing, and develop new capabilities to retrieve evidence email account information from a collection node. Existing application software shall be maintained to keep up with changes in the specified interface between providers and the retrieval application. Enhancements shall be considered that provide for further automation of the current capabilities. The contractor shall provide source code and documentation that can be used to maintain the capabilities delivered under this effort. Efforts may change with the network landscape and be redefined during the execution of the contract.

#### **4. WORK ASSIGNMENT**

All work performed under this delivery order shall be explicitly assigned by the DEA COTR or STII Unit Chief. The COTR will identify technical objectives of required efforts as work requirements are identified. Tasking may be provided either verbally or in written form. The contractor shall document his understanding of the requirement and communicate this to the task lead before proceeding with the effort.



## **PACKAGING AND MARKING**

### **1. GENERAL PACKAGING AND MARKING REQUIREMENTS (JUL 2008)**

Packaging and packing for all items delivered hereunder shall be in accordance with common commercial practices, adequate to insure protection from possible damage resulting from improper handling, inclement weather, water damage, excessive heat and cold, and to insure acceptance by a common carrier for safe delivery to its final destination.

All deliverables shall clearly indicate the contract number and task order number, as appropriate, on or adjacent to the exterior shipping label.

[End of Provision]

## **INSPECTION AND ACCEPTANCE**

### **1. POINTS OF INSPECTION AND ACCEPTANCE**

The Government shall perform inspection and acceptance on all supplies/services as required will be conducted by DEA field personnel upon completion of the services provided. Final acceptance consists of satisfactory completion of all delivered supplies/services and associated documentation.

The Government reserves the right to conduct any tests it deems reasonably necessary to ensure that the supplies or services provided conform in all aspects to the contract specifications. Services or supplies, which upon inspection are found not to be in conformance with contractual specifications, shall be promptly rejected and notice of such rejection, together with appropriate instructions for corrective action, will be provided to the Contractor by the Contracting Officer. The Government will use its best efforts to inspect and accept/reject the supplies or services provided within 30 days. Failure of the Government to inspect the supplies or services within the above timeframe shall not be construed as acceptance of such services. Payment for services provided shall not be considered as notification of acceptance.

## **DELIVERIES OR PERFORMANCE**

### **1. PLACE OF PERFORMANCE/WORK LOCATION**

This task will be performed at the DEA's Office of Investigative Technology, 10555 Furnace Road, Lorton, VA 22079. The Government's facility is open for access by contractor on a 24-hour basis for no escort required contractors. Exceptions to these working hours are expected to be made to accommodate specific investigative needs.

### **2. PERIOD OF PERFORMANCE**

The basic contract period of performance for services described in the SOW is established from September 30, 2010 through September 29, 2011 with four (4) successive option years to continue technical assistance at approximately the same level of effort for each service year. Options will be exercised at the sole discretion of the Government.

Base Year: September 30, 2010 to September 29, 2011  
Option Year I: September 30, 2011 to September 29, 2012  
Option Year II: September 30, 2012 to September 29, 2013  
Option Year III: September 30, 2013 to September 29, 2014  
Option Year IV: September 30, 2014 to September 29, 2015

### **3. DELIVERABLES**

The contractor shall propose and deliver the services required to complete the work assigned by the DEA. The DEA recognizes that this SOW only provides a high level description of the anticipated work. The contractor shall surrender all test data, results, reports, requirements specifications, design documents, source code and documentation required to maintain products delivered under this effort.

### **4. STATUS REPORTING**

All tasking for this SOW shall be summarized in a monthly status report submitted to the COTR. The report shall be submitted on or before the 20th calendar day of the month following the reporting period.

### **5. EXPERTISE**

The contractor shall assign professional, technical, administrative and other support personnel necessary to successfully complete this SOW. Through on-going discussions with the COTR, the contractor shall vary the level of effort applied to the challenges facing DEA's STII

## CONTRACT ADMINISTRATION DATA

### 1. CONTRACTING OFFICER'S TECHNICAL REPRESENTATIVE (COTR) (JAR 2852.270-70) (JAN 1985)

(a) Charles Bradley is hereby designated to act as Contracting Officer's Technical Representative (COTR) under this Contract.

(b) The COTR is responsible for receiving all deliverables; inspecting and accepting the supplies or services provided hereunder in accordance with the terms and conditions of this contract; providing direction to the contractor that clarifies the contract effort, fills in details or otherwise serves to accomplish the contractual Statement of Work; evaluating performance; and certifying all invoices/vouchers for acceptance of the supplies or services furnished for payment prior to forwarding the original invoice to the payment office and a conformed copy to the Contracting Officer.

(c) The COTR does not have the authority to alter the contractor's obligations under the contract, direct changes that fall within the purview of the General Provisions clause entitled "Changes," and/or modify any of the expressed terms, conditions, specifications, or cost or the agreement. If as a result of technical discussions it is desirable to alter/change contractual obligations or the Statement of Work, the Contracting Officer shall issue such changes in writing and signed.

### 2. CONTRACT ADMINISTRATION POINTS OF CONTACT (JUL 2008)

Contract administration for the DEA will be performed by:

#### 2.1 The DEA Contracting Officer's address is as follows:

U.S. Department of Justice  
Drug Enforcement Administration  
Office of Acquisition Management (FAC)  
10555 Furnace Road  
Lorton, VA 22079  
Attn: Mr. Troy T. Teachey  
Phone Number: (703)495-6516 Fax: (703)495-6880 E-Mail: [troy.t.teachey@usdoj.gov](mailto:troy.t.teachey@usdoj.gov)

#### 2.2 The DEA Contract Specialist is as follows:

U.S. Department of Justice  
Drug Enforcement Administration  
Office of Acquisition Management (FAC)  
10555 Furnace Road  
Lorton, VA 22079  
Attn: Ghazala Shabnam  
Phone: (703)495-674 Fax: (703)495-6880 E-Mail: [Ghazala.X.Shabnam@usdoj.gov](mailto:Ghazala.X.Shabnam@usdoj.gov)

2.3 The DEA Contracting Officer's Technical Representative address is as follows:

U.S. Department of Justice  
Drug Enforcement Administration  
Office of Investigative Technology  
10555 Furnace Road  
Lorton, VA 22079  
Attn: Charles Bradley  
Telephone Number (703)495-6593 E-Mail: [Charles.D.Bradley@usdoj.gov](mailto:Charles.D.Bradley@usdoj.gov)

### 3. INTERPRETATION OF MODIFICATION

No verbal statement by any person and no written statement by anyone other than the Contracting Officer or his authorized representative acting within the scope of his authority shall be interpreted as modifying or otherwise affecting the terms of this contract. All requests for interpretation or modification shall be made in writing to the Contracting Officer.

### 4. TECHNICAL DIRECTION

The COTR will provide technical direction on this contract. As used herein, "technical direction" is direction to the contractor that confirms the results of meetings, fills in details, requires pursuit of certain lines of inquiry, or otherwise serves to accomplish the contract SOW. Technical Direction shall include or comply with the following duties:

- (1) The COTR shall provide technical direction to the contractor within scope of work and terms and conditions contained in the contract. Technical directions may be issued either verbally or in writing.
- (2) The COTR shall additionally provide day-to-day technical direction to the contractor either verbally or in writing.
- (3) The COTR shall monitor the contractor's efforts and technical performance, and ensure that they remain within the Statement of Work and are consistent with the conditions of the contract.
- (4) The COTR shall be alert to any appearance of "overrun" conditions and shall advise the contractor and the Contracting Officer when such circumstances appear to exist.
- (5) The COTR shall assist in the analysis of the contractor's progress in the contract.
- (6) The COTR shall inspect contract deliverables for conformance to the technical direction and will recommend approval or disapproval to the Contracting Officer.

It is the responsibility of the contractor to notify the Contracting Officer in the event:

- (1) The COTR fails to provide technical direction to the contractor in a timely manner, or
- (2) The COTR provides technical direction that is unclear.

Such notification shall be made promptly and in writing not later than 15 calendar days after contract award, 15 calendar days after exercise of the option, or 15 calendar days after the direction is given. This notification shall contain:

- A description of the nature of the failure,
- The contractor's estimate of the time by which the Government must respond to the contractor's notice to minimize cost, delay or disruption of service.

The COTR does not have the authority to, and shall not issue any technical direction which:

- (1) Constitutes an assignment of additional work outside the scope of work defined in Section SOW;
- (2) In any manner causes an increase or decrease in the total estimated contract cost, fixed fee, or the time required for contract performance;
- (3) Changes any of the expressed terms, conditions or specifications of the contract;  
or
- (4) Interferes with the contractor's performance.

If the contractor should, during the course of the contract, interpret any advice or comments from the Government Contracting Officers Technical Representative as constituting any addition to or revision to the scope of this contract, he shall immediately notify the Contracting Officer so as to obtain official confirmation thereof, and refrain from acting on such advice or comments until confirmed by the Contracting Officer.

#### 5. DEA-2852.232-84 INVOICE REQUIREMENTS (DECEMBER 2008)

(a) The contractor shall submit scanned or electronic images of invoice(s) to the following email address: INVOICE.INVESTTECH@USDOJ.GOV, with copies to COTR: CHARLES.D.BRADLEY@USDOJ.GOV and Contract Specialist: GHAZALA.X.SHABNAM@USDOJ.GOV. The date of record for invoice receipt is established on the day of receipt of the email if it arrives before the end of standard business hours (5 p.m. local), or the next business day if the invoice arrives outside of normal business hours. Scanned documents with original signatures in .pdf or other graphic formats attached to the email are acceptable. Digital/electronic signatures and certificates cannot be processed by DEA and will be returned.

(b) In addition to the items required in FAR clause 52.232-25, PROMPT PAYMENT, at (a)(3)(i) through (x), a proper invoice shall also include the following minimum additional information and/or attached documentation.

- (1) Total/cumulative charges for the billing period for each Contract Line Item Number (CLIN);
- (2) Dates upon which items/services were delivered;
- (3) The Contractor's Taxpayer Identification Number (TIN); and
- (4) A statement signed by a responsible official of the concern substantially similar if not identical to the following:

"I certify that the items above have been delivered in accordance with the contract, and that all charges are true, correct, and have not been previously billed."

\_\_\_\_\_  
Contractor's Signature Date

\_\_\_\_\_  
(Printed Name/Title/Company/Telephone Number)

(c) Invoices will be rejected if they do not display/open/execute properly, are not legible, or if they do not contain the required information or signatures for processing.

**6. DEA-2852.232-81 RELEASE OF RESIDUAL FUNDS (\$100 OR LESS) (SEP 2004)**

The contractor is advised when submitting the final invoice under an order to submit an information copy of the invoice to the Contracting Officer. The invoice must be marked "Informational Copy - Final Invoice." If residual funds on the order total \$100 or less, the government will automatically de-obligate the residual funds without further communication with the vendor. Upon receipt and payment of the final invoice, it is understood and agreed that all outstanding obligations incurred on the above referenced order have been satisfied. Therefore, it is further understood and agreed that the government shall not be liable for the payment of any future invoices that may be submitted under the above referenced order.

**7. DEA-2852.232-82 RELEASE OF RESIDUAL FUNDS (GREATER THAN \$100) (SEP 04)**

If funds greater than \$100 remain on this order after payment of the final invoice, the Government will issue a bilateral modification to authorize release of those funds. The contractor's signature on the modification will constitute understanding and agreement that all outstanding obligations incurred on this order have been satisfied. The Government shall not be held liable for the payment of any further invoices submitted under this order. The contractor will have up to 15 calendar days after issuance of the modification to sign and return it. Further, failure to sign and return the modification within the stated time period shall be considered acceptance of the Government's intent to de-obligate the residual funds' and releases the Government from any future liability stemming from or related to this order.

**8. COMPENSATION (JUL 2008)**

The Government shall not be obligated to reimburse the Contractor for amounts incurred in excess of this contract amount, and the Contractor shall not be obligated to continue performance under this contract or otherwise incur amounts in excess of the contract amount unless and until written notification is received by the Contractor from the Contracting Officer which sets forth a revision of the contract amount. No notice, communication, or representation in any other form or from any other person other than the Contracting Officer shall affect the amount of this contract.

**9. OVERTIME (JUL 2008)**

Work performed by an individual covered by the Service Contract Act (SCA) in excess of forty hours a week is considered to be overtime, provided that the individual performed the work under this contract on one or more of the labor categories listed in Section B. Overtime may be

authorized only with the prior approval of the Contracting Officer's Technical Representative (COTR). If approved, overtime would be calculated at one and one half (1.5) times the direct base hourly rate (not the billing rate). The requirements of the Service Contract Act (SCA) and Fair Labor Standards Act (FLSA), as they apply to employee compensation, remain applicable.

#### **10. NOTICE OF LEGAL HOLIDAYS**

- (a) The Contractor shall establish a holiday schedule that coincides with the Government's schedule. In accordance with the Service Contract Act, the following is a list of Government holidays:

1. New Year's Day
2. Martin Luther King, Jr. Day
3. President's Day
4. Memorial Day
5. Independence Day
6. Labor Day
7. Columbus Day
8. Veteran's Day
9. Thanksgiving Day
10. Christmas Day

- (b) Government holidays are not billable unless work is actually requested by the Government and performed on those days. Work performed on holidays shall be billable (after approval by the COTR) at the overtime rate of time and a half, based on the direct labor rate. Should a holiday fall on a weekend, the day designated by the Government shall be recognized as the holiday.

- (c) The contractor will not be reimbursed for contractor employee attendance at DEA functions held during normal working hours (i.e., DEA fund raisers, picnics, etc.).

#### **11. UNANTICIPATED/SPECIAL EVENT CLOSING OF GOVERNMENT OFFICES (JUL 2008)**

There are certain types of irregularly occurring situations that may prompt the Government to close the offices where contractor personnel are working, either on a national, state, local or site-specific basis. This closure may occur at any time before or during the work day. Examples of such situations include, but are not limited to: Presidential or agency-declared states of imminent danger (e.g., bomb threats); Presidential or agency-declared administrative leave (e.g., Christmas Eve, Inaugural Day); inclement weather (e.g., winter storms, flooding); and infrastructure emergencies (e.g., frozen or burst water pipes, power outages). When such situations occur, the contractor may bill the Government for only the actual hours worked up to the time of the official closing, unless work is specifically requested by the Government and performed on those days (after approval by the COTR). Work performed on days when government offices are closed for unanticipated reasons shall be billable at the regular unit rate.

The contractor will not be reimbursed for contractor employee attendance at DEA functions held during normal working hours, i.e., DEA fund raisers, picnics, etc.



## 12. CONTRACTOR'S HOURS OF PERFORMANCE

Contractor personnel shall maintain a record of daily hours (i.e., time and attendance report) and a log of major activities. The Government will use the log as an independent means of verifying hours worked by the contractor.

Contractor personnel shall not exceed the average monthly authorized work hours. Hours exceeding the average monthly authorized hours must be coordinated and approved in advance by the COTR or Contracting Officer before work is performed.

Contract employees shall take a lunch period for which they shall sign out and sign up each day. Work hours may not exceed 8 hours per day. Work hours are flexible ranging from 7:00 AM to 5 PM. Contract employees may not work weekends, holidays, or beyond 5 PM on the normal workdays.

Labor categories are firm and may not be shifted without providing the COTR with a written request 60 days in advance. The Contractor shall not assume that the request will be approved.

## 13. TRAVEL

Contractor personnel may be required to travel under this Order. All official travel to be accomplished under this contract shall be pre-approved by the contracting officer's technical representative (COTR). The Contractor agrees to comply with and invoice the Government at the rates contained in the Federal Travel Regulation (FTR) in effect at the time travel takes place for all reimbursable travel related costs. In the event the Contractor proposes alternative rates to the FTR, the Contractor agrees to submit those proposed rates to the Contracting Officer for approval in advance of commencing travel and incurring travel related costs under this contract. The Contracting Officer may approve alternative rates if the Contractor demonstrates that the alternative rates are reasonable, are derived from the Contractor's normal travel cost reimbursement system, and do not exceed amounts normally paid under that system. Any expenses incurred by the Contractor personnel without prior Government approval may be denied for payment.

Contractor reimbursement will be for travel allowances (per diem), lodging, and actual transportation costs of personnel who are authorized to travel. Authorized travel expenses shall be reimbursed in accordance with the FTR, and as approved by the Contracting Officer. Federal travel rates, i.e., per diem, mileage, etc. are listed at <http://www.gsa.gov> under the "Travel Resources" section.

## **SPECIAL CONTRACT REQUIREMENTS**

### **1. GOVERNMENT FURNISHED RESOURCES**

#### **1.1 Facilities, Supplies and Services**

The DEA will provide the contractor with access to their laboratories on a need to know basis. The contractor shall identify in his proposal the type, amount, and timeframe for any required Government resources.

#### **1.2 Information Sources**

Information relating to the performance of this SOW will be provided by the COTR. The COTR will coordinate with the contractor in arranging required interface meetings with functional and technical personnel as needed.

#### **1.3 Documentation**

The COTR will provide access to available Government documentation that will be required by the contractor in the performance of this SOW.

### **2. GOVERNMENT FURNISHED PROPERTY**

The Government will furnish work space and equipment suitable for the performance of this Order. The Government will provide the contractor with access to:

1. computers
2. printers
3. fax and photocopy machines
4. adding machines or calculators
5. Other necessary supplies to achieve the stated requirements

#### **2.1 Accountability for Government Property**

All property furnished by the Government under this order shall remain the property of the Government. Upon termination of the order, the contractor shall render an accounting of all such property which has come into his/her possession under this order. All equipment issued by the Government to the Contractor will be issued using DEA Form 16, Receipt for Property, or other similar issue document.

#### **2.2 Use of Government Property**

Government property shall be used for official business only. Government property shall not be used in any manner for personal advantage, business gain, or other personal endeavor by the contractor, contractor employee, or subcontractor employees.

#### **2.3 Rights in Government Furnished Data and Materials**

The DEA/Government shall retain all rights and privileges, including those of patent and copyright, to all Government-furnished materials. The contractor shall neither retain nor reproduce for private or commercial use any materials furnished under this Order. The Contractor agrees not to assert any rights at common law or in equity establish any claim to statutory copyright in such data. These rights are not exclusive and are in addition to any other rights and remedies to which the Government is otherwise entitled elsewhere in this Order.

#### 2.4 Government Responsibility

The Government will furnish each individual assigned to this order proper identification to facilitate entry to and departure from Government facilities. The contractor shall ensure that all Government identifications are returned to the COTR when employees are terminated or this Order expires.

### 3. CONFLICTS OF INTEREST

The Contractor warrants that, to the best of its knowledge and belief, and except as otherwise set forth in this Order, the Contractor does not have any organizational, personal or legal conflicts of interest as defined below:

The term "organizational conflict of interest" means a situation where a Contractor has interests, either due to its other activities or its relationships with other organizations, which places it in a position that may be unsatisfactory or unfavorable (i) from the Government's standpoint in being able to secure impartial, technically sound, objective assistance and advice from the Contractor, or in securing the advantages of adequate competition in its procurement; or (ii) from industry's standpoint in that unfair competitive advantages may accrue to the Contractor in question.

Legal conflicts of interest may arise when the Contractor is involved in a similar project matter for other entities including other parties.

Personal conflicts of interest can arise when proposed staff has previously worked for the opposing party (even in a non-related job) or if the staff proposed has a financial interest in the opposing party's business.

The Contractor agrees that, if after award the Contractor discovers an organizational, legal or personal conflict of interest with respect to this order, the Contractor shall make an immediate and full disclosure in writing to the Contracting Officer. The disclosure shall include a description of the action the Contractor has taken or proposes to take to avoid, eliminate or neutralize the conflict. The Government may, however, terminate the Order for the convenience of the Government if it would be in the best interests of the Government.

In the event that the Contractor was aware of an organizational, legal or personal conflict of interest prior to the award of this order and intentionally did not disclose the conflict to the Contracting Officer, the Government may terminate the Order at no cost to the Government.

The general rules at FAR 9.505 are also incorporated by reference.

#### **4. GOVERNMENT – CONTRACTOR RELATIONSHIP**

The Government and the Contractor understand and agree that the support services to be delivered under this order by the Contractor are non-personal services; and the parties recognize and agree that no employer/employee relationships exists or will exist under the order between the Government and the Contractor and/or between the Government and the Contractor's employees. It is, therefore, in the best interest of the Government to afford the parties a full and complete understanding of their respective obligations.

Under the terms of the order, Contractor personnel shall not:

- a. Be placed in a position where they are directly appointed to their position as a Contractor by a Federal employee, or are under the supervision, direction or evaluation of a Federal employee.
- b. Be placed in a policy-making position.
- c. Be placed in a position of supervision, direction or evaluation over Government personnel, or in a position of supervision or direction of personnel of other Contractors, or become an integral part of a Government organization.

Government personnel shall not supervise or otherwise be placed in a position to supervise Contractor personnel.

The services to be performed under this order do not require the Contractor or its employees to exercise personal judgment and discretion on behalf of the Government.

Rules, regulations, directions and requirements that are issued by the Government are applicable to all personnel who enter a Government installation. This is not to be construed or interpreted to establish any degree of Government control that is inconsistent with a non-personal services contract.

#### **5. DEA-2852.242-70 - CONTRACTOR PERFORMANCE INFORMATION (JUL 2008)**

The Contractor(s) will be rated on their performance under this contract twice a year by the Contracting Officer's Technical Representative (COTR) using the National Institutes of Health (NIH) Contractor Performance System (CPS) which is an electronic method of rating past performance. Contractors shall register with CPS to activate this process within 60 days of contract award. The website to register with the Contractor Performance System is <https://cpscontractor.nih.gov>.

The Contractor will be afforded an opportunity to respond to CPS ratings through the CPS website. All data in the CPS may be used to provide information to other federal (including the Department of Defense) or state agencies regarding the Contractor's current or past performance.

All information in the CPS may be used by DEA for acquisition purposes such as (but not limited to) award criteria of future contract(s), termination decisions, and the exercise of options, as applicable.

## 6. SECURITY REQUIREMENTS

### **DEA-2852.204.83 PUBLIC TRUST POSITIONS—SECURITY REQUIREMENTS FOR (February 2009) ACCESS TO DEA SENSITIVE INFORMATION/U. S. CITIZENSHIP REQUIRED**

DEA's personnel, information, and facility security requirements for contracts, task orders, delivery orders, purchase orders, blanket purchase agreements, reimbursable agreements, and other types of contractual arrangements to provide goods and services to DEA are hereby provided for the subject access level. The forms listed in Section V are available at [www.dea.gov](http://www.dea.gov); click on Acquisitions & Contracts; and go to Security Forms. This provision is available on-line at [www.dea.gov](http://www.dea.gov); click on Acquisitions & Contracts; click on Policies; and click on Provision DEA-2852.204.83.

The Contractor's personnel will not be issued building passes for unescorted access to a DEA facility. They must be escorted by a DEA employee at all times while inside a DEA facility.

All security provisions in this contract include subcontractors and third party vendor personnel.

**CONTRACT CLAUSES****1. 52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998)**

This RFQ/contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this address:

<http://www.arnet.gov/far/>  
<http://www.farsite.hill.af.mil/vffara.htm>

52.217-8	Option to Extend Services 60 days	NOV 1999
52.217-9	Option to Extend the Term of the Contract (a) 30 days, 60 calendar days (b) 60 Months	MAR 2000

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>		1. CONTRACT ID CODE	OMB Clearance Control Number : 1103-0018
2. AMENDMENT/MODIFICATION NO. 0001	3. EFFECTIVE DATE	4. REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO. (If applicable)
6. ISSUED BY Drug Enforcement Administration Office of Investigative Technology/FAC 10555 Furnace Road Attn: Ghazala Shabnam Lorton, VA 22079	CODE ST	7. ADMINISTERED BY (If other than Item 6)	CODE
8. NAME AND ADDRESS OF CONTRACTOR (No., street, country, state and ZIP Code)  Doing Business As: BOOZ ALLEN HAMILTON INC. 8283 GREENSBORO DRIVE MCLEAN, VA 22102-3838		(X)	9A. AMENDMENT OF SOLICITATION NO.
			9B. DATED (SEE ITEM 11)
		X	10A. MODIFICATION OF CONTRACT/ORDER NO. DJD-10-C-0039
			10B. DATED (SEE ITEM 13) 09/01/2010
CODE 362513626		FACILITY CODE 006928857	

**11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS**

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing items 8 and 15, and returning \_\_\_\_\_ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment your desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

**12. ACCOUNTING AND APPROPRIATION DATA (If required)**

See Schedule

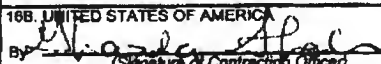
**13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS.  
IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.**

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
X	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation data, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☒ is not, ☐ is required to sign this document and return copies to the issuing office.**14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)**

This unilateral modification 01 corrects & reverses the dollar amounts for Trvl & Trng CLINs on pages 1 & 2 of Section B.4 to reflect SF1449 form. The changes are marked by a vertical line in the right margin. The contractor shall replace the attached pages.

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)	
		Shabnam, Ghazala X.	
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA	16C. DATE SIGNED
(Signature of person authorized to sign)		By  (Signature of Contracting Officer)	10/22/2010

NSN 7540-01-152-8070  
Previous edition unusable

STANDARD FORM 30 (REV. 10-83)  
Prescribed by GSA FAR (48 CFR) 53.243

**SUPPLIES/SERVICES**

**B.1 DESCRIPTION OF SERVICES**

The contractor shall provide all labor and materials necessary to perform the work specified in Section C and in accordance with the terms and conditions set forth herein.

**B.2 TYPE OF CONTRACT**

The Government contemplates a Firm-Fixed Price contract from this solicitation.

**B.3 PRICING PROPOSAL SCHEDULE**

The contractor shall provide all labor and material necessary to perform the tasks as defined in the statement of work and conditions set forth herein.

**B.4 PERIOD OF PERFORMANCE**

**Base Period: September 30, 2010 through September 29, 2011**

CLIN	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE
(b)(4)					
<b>TOTAL</b>					<b>706,241.60</b>

*\*Note: New rate of \$118.54 is effective April 1, 2011.*

**Option I Period: September 30, 2011 through September 29, 2012**

CLIN	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE
(b)(4)					
<b>TOTAL</b>					<b>\$729,742.40</b>

*\*Note: New rate of \$122.69 is effective April 1, 2012.*



**Option II Period: September 30, 2012 through September 29, 2013**

CLIN	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE
(b)(4)					
<b>TOTAL</b>					<b>\$754,078.40</b>

*\*Note: New rate of \$126.99 is effective April 1, 2013.*

**Option III Period: September 30, 2013 through September 29, 2014**

CLIN	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE
(b)(4)					
<b>TOTAL</b>					<b>\$779,249.60</b>

*\*Note: New rate of \$131.43 is effective April 1, 2013.*

**Option IV Period: September 30, 2014 through September 29, 2015**

CLIN	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE
(b)(4)					
<b>TOTAL</b>					<b>\$805,313.60</b>

*\*Note: New rate of \$131.43 is effective April 1, 2013.*

**Grand Total (Base Plus 4 Option Years): \$3,774,625.60**

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE	OMB Clearance Control Number: 1103-0018
2. AMENDMENT/MODIFICATION NO. 0002	3. EFFECTIVE DATE	4. REQUISITION/PURCHASE REQ. NO. PR D-10-ST-0574	5. PROJECT NO. (if applicable)
6. ISSUED BY Drug Enforcement Administration Office of Investigative Technology/FAC 10555 Furnace Road Attn: Ghazala Shabnam Lorton, VA 22079	CODE ST	7. ADMINISTERED BY (if other than Item 6)	CODE
8. NAME AND ADDRESS OF CONTRACTOR (No. street, country, state and ZIP Code)  BOOZ ALLEN HAMILTON INC. 8283 GREENSBORO DRIVE MCLEAN, VA 22102-3838		(X)	9A. AMENDMENT OF SOLICITATION NO.
			9B. DATED (SEE ITEM 11)
		X	10A. MODIFICATION OF CONTRACT/ORDER NO. DJD-10-C-0039
			10B. DATED (SEE ITEM 13) 09/01/2010
CODE 362513626		FACILITY CODE 006928857	

## 11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning \_\_\_\_\_ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment your desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

## 12. ACCOUNTING AND APPROPRIATION DATA (if required)

2010-2010-SID-ST-2335320-DOM-G2-T3E-25105-OPS-INET-2335322

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS.  
IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
X	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: MUTUAL AGREEMENT BETWEEN BOTH PARTIES.
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☐ is not, ☒ is required to sign this document and return \_\_\_\_\_ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including each item/contract subject matter where feasible.)  
See Block 14 Continuation Sheet(s)

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as hereinafter changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print) Robert J. Sogegian Vice President		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Shabnam, Ghazala X.	
17A. COMPANY/ORGANIZATION (b)(4) (Signature of person authorized to sign)	17C. DATE SIGNED 2/21/2011	17B. UNITED STATES OF AMERICA By Ghazala Shabnam (Signature of Contracting Officer)	17C. DATE SIGNED 3-24-2011

NEN 7540-01-152-0070  
Previous edition unusable

STANDARD FORM 30 (REV. 10-83)  
Prescribed by GSA FPMR (48 CFR) 53.243

Continuation Page of SF-30  
Contract Number: DJD-10-C-0039  
Modification No.: 0002

The purpose of this bilateral modification is to make the following changes to the above subject contract effective March 3, 2011.

1. (b)(4)
- 2.
3. Revise Statement of Work to make changes to subsection 1.2.2 and to add subsection 3.2.5. The changes are marked by a vertical line in the right margin.
4. Decrease Base Year by \$93,995.76 to reflect the above changes in the labor categories. Revised Base Year total changed from \$706,241.60 to \$612,245.84, a decrease of \$93,995.76
5. As a result of the above mentioned changes, the revised Grand Total of the contract has changed from \$3,774,625.60 to \$3,617,461.84, a net decrease of \$157,163.76.

The Contractor shall replace pages 1-5 with the attached revised pages 1-5.

Except as stated above, all other terms and conditions of the contract remains unchanged.

## Section 2 - Commodity or Services Schedule

Block 14 Continuation: SEE CONTINUATION PAGE

## SCHEDULE OF SUPPLIES/SERVICES

## CONTINUATION SHEET

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
(b)(4)					
					PREVIOUS TOTAL
					\$706,241.60
					CHANGE
					(\$93,995.76)
					CURRENT TOTAL
					\$612,245.84

FUNDING DETAILS:

ITEM NO.	FUNDING LINE	OBLIGATED AMOUNT	ACCOUNTING CODES
N/A	1	Previous : \$706,241.60 Change: (\$93,995.76) Current : \$612,245.84	2010 - S1D - ST - 2335320 - DOM-G2 - - T3E - 25105 - - - OPS - - - 2335322
		PREVIOUS: \$706,241.60 CHANGE: (\$93,995.76) CURRENT: \$612,245.84	

**Section 3 - Contract Clauses****No Clauses****Section 4 - List of Attachments****No Clauses***Exhibits and Attachments***No Attachments**

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>		1. CONTRACT ID CODE DJD-10-C-0039		OMB Clearance Control Number 1103-0018	
2. AMENDMENT/MODIFICATION NO. 0003		3. EFFECTIVE DATE		4. REQUISITION/PURCHASE REQ. NO. See Lines	
5. PROJECT NO. (if applicable)		6. ISSUED BY CODE		7. ADMINISTERED BY (if other than Item 6) CODE	
ST					
Drug Enforcement Administration Office of Acquisition & Relocation Management 10555 Furnace Road Attn: GHAZALA SHABNAM Lorton, VA 22079					
8. NAME AND ADDRESS OF CONTRACTOR (No street, country, state and ZIP Code)				(X)	
BOOZ ALLEN HAMILTON INC. 8283 GREENSBORO DRIVE MCLEAN, VA 22102-3838				9A. AMENDMENT OF SOLICITATION NO.	
				9B. DATED (SEE ITEM 11)	
				10A. MODIFICATION OF CONTRACT/ORDER NO. DJD-10-C-0039	
				10B. DATED (SEE ITEM 13) 09/01/2010	
CODE 362513626		FACILITY CODE 006928857			

## 11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in item 14. The hour and date specified for receipt of offers ☐ is extended. ☐ is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing items 8 and 15, and returning \_\_\_\_\_ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment your desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

## 12. ACCOUNTING AND APPROPRIATION DATA (if required)

2010-2010-S1D-ST-2335320-DOM-G2-T3E-25105-OPS-INET-2335322

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS.  
IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
X	D. OTHER (Specify type of modification and authority) FAR CLAUSE 52.217-9 OPTION TO EXTEND THE TERM OF THE CONTRACT (MAR 2000)

E. IMPORTANT: Contractor ☐ is not, ☒ is required to sign this document and return \_\_\_\_\_ copies to the issuing office.

## 14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by DCP section headings, including solicitation/contract subject matter where feasible)

This bilateral modification exercises option I for p.o.p 09/30/11 to 09/29/2012, obligates funds in the amount of \$714,756.80, and incorporates DEA clause DEA-HP.0016 (see attached page for details).

Except as provided herein, all terms and conditions of the document referenced in item 8A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print) Robert J. Sogegien Vice President		15B. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Taylor, Lisa	
17A. DATE SIGNED (b)(4)		17B. DATE SIGNED 9-7-11	
18A. UNITED STATES OF AMERICA By <u>Lisa Taylor</u> (Signature of Contracting Officer)		18B. UNITED STATES OF AMERICA By <u>Robert J. Sogegien</u> (Signature of person authorized to sign)	

NSN 7540-01-152-8070  
Previous edition unusableSTANDARD FORM 30 (REV. 10-83)  
Prescribed by GSA FAR (48 CFR) 83.243

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4	List of Attachments. ....	5

Section 2 - Commodity or Services Schedule

**SCHEDULE OF SUPPLIES/SERVICES**

CONTINUATION SHEET

ITEM NO.	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
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(b)(4)



(b)(4)

PREVIOUS TOTAL	\$612,245.84
CHANGE	\$714,756.80
CURRENT TOTAL	\$1,327,002.64

## FUNDING DETAILS:

ITEM NO.	FUNDING LINE	DESCRIPTION
N/A	1	Previous : \$612,245.84 Change: \$0.00 Current : \$612,245.84 2010 - S1D - ST - 2335320 - DOM-G2 - - T3E - 25105 - - - OPS - - - 2335322
N/A	2	Previous : \$0.00 Change: \$675,373.70 Current : \$675,373.70 2011 - S1D - ST - 2335320 - DOM-G2 - - FLS - 25105 - - - T3E - - - 2335322
N/A	3	Previous : \$0.00 Change: \$39,383.10 Current : \$39,383.10 2011 - DXD - ST - 2335320 - DCF-G2 - - FLS - 25105 - - - T3E - - - 2335322
		PREVIOUS: \$612,245.84 CHANGE: \$714,756.80 CURRENT: \$1,327,002.64

## Section 3 - Contract Clauses

No Clauses

Contract Number: DJD-10-C-0039

Modification Number: 0003

CONTINUATION PAGE

Page ~~5~~ of 5

The purpose of this modification is to add clause entitled "DEA-PH.0016 CONTRACTOR PERSONNEL REPORTING REQUIREMENTS (CPRR) (JUNE 2011)" at no additional cost to the government. Accordingly, the above numbered contract is hereby modified as follows:

- a. Add header #7 under Special Contract Requirements, "Contractor Personnel Reporting Requirements" clause as follows:

DEA-PH.0016 CONTRACTOR PERSONNEL REPORTING REQUIREMENTS (CPRR)  
(JUNE 2011)

- (a) During the life of the contract, the contractor shall report all personnel assigned to perform under the contract using the "CPRR Excel Spreadsheet Template" available at [www.justice.gov/dea/acquisitions\\_contracts.html](http://www.justice.gov/dea/acquisitions_contracts.html). The report shall be updated quarterly to include any additions, updates, or changes in status. This information will be maintained by DEA's Office of Security Programs, to ensure compliance with requirements of Homeland Security Presidential Directive 12 (HSPD-12).
- (b) By the 10<sup>th</sup> of January, April, July, and October, the contractor shall provide the report directly to the [HSPD-12.Division.Mail@usdoj.gov](mailto:HSPD-12.Division.Mail@usdoj.gov).
- (c) Failure to submit timely updates on the quarterly contractor report will be documented by Security Programs and reported to the Contracting Officer's Technical Representative (COTR) or Contracting Officer for appropriate action and may result in adverse comments to the Contractor Performance Assessment Reporting System (CPARS). *CPARS is used by the DEA to record evaluation information into the Past Performance Information Retrieval System (PPIRS). Past performance is one of the assessment tools used by Federal agencies when selecting a contractor for award.*
- (d) In the event of repetitive failures to provide this report, the contract may be terminated for default.

(End of Clause)

- b. All other terms and conditions remain unchanged.

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>		1. CONTRACT ID CODE DJD-10-C-0039	DAB Clearance Control Number 1103-0018
2. AMENDMENT/MODIFICATION NO. 0004	3. EFFECTIVE DATE	4. REQUISITION/PURCHASE REQ NO. See Lines	5. PROJECT NO. (if applicable)
6. ISSUED BY Drug Enforcement Administration Office of Acquisition & Relocation Management 10555 Furnace Road Atn: GHAZALA SHABNAM Lorton, VA 22079	CODE ST	7. ADMINISTERED BY (if other than item 6)	CODE
8. NAME AND ADDRESS OF CONTRACTOR (No. street, country, state and ZIP Code)  BOOZ ALLEN HAMILTON INC. 8283 GREENSBORO DRIVE MCLEAN, VA 22102-3838		(X)	9A. AMENDMENT OF SOLICITATION NO.
			9B. DATED (SEE ITEM 11)
		X	10A. MODIFICATION OF CONTRACT/ORDER NO. DJD-10-C-0039
			10B. DATED (SEE ITEM 13) 09/01/2010
CODE 362513626		FACILITY CODE 006928857	

**11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS**

☐ The above numbered solicitation is amended as set forth in item 14. The hour and date specified for receipt of Offers ☐ is extended ☐ is not extended

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing items 8 and 15, and returning \_\_\_\_\_ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment your desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

**12. ACCOUNTING AND APPROPRIATION DATA (if required)**

2010-2010-S11&gt;ST-2335320-DOM-G2-T3B-25105-OPS-INET-2335322

**13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS.  
IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.**

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation data, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
X	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: MUTUAL AGREEMENT BETWEEN BOTH PARTIES.
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☐ is not ☒ is required to sign this document and return \_\_\_\_\_ copies to the issuing office.**14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible)**

This bilateral modification is hereby issued to de-obligate residual balance of \$31,275.46 to reflect the following below CLINs from Basic Year. As a result, the total has changed from \$612,245.84 to \$380,970.38, a net decrease of \$31,275.46.

Except as provided herein, all terms and conditions of the document referenced in item 8A, or 10A, as heretofore changed, remains unchanged and is in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print) Robert J. Sogeglan Vice President, Booz Allen Hamilton, Inc.	15B. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Taylor, Lisa
15C. DATE SIGNED 18 June 2012	15D. UNITED STATES OF AMERICA By <u>[Signature]</u> (Signature of Contracting Officer)
15E. DATE SIGNED 6-20-12	15F. DATE SIGNED

NSN 7540-01-162-8070  
Previous edition unusableSTANDARD FORM 30 (REV 10-83)  
Prescribed by GSA FPMR (48 CFR) 53.243

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Section 2 - Commodity or Services Schedule

SCHEDULE OF SUPPLIES/SERVICES					
CONTINUATION SHEET					
ITEM NO.	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
(b)(4)					

(b)(4)

PREVIOUS TOTAL	\$1,327,002.64
CHANGE	(\$31,275.46)
CURRENT TOTAL	\$1,295,727.18

## FUNDING DETAILS:

ITEM NO	FUNDING LINE	OBIGATED AMOUNT	
N/A	1	Previous : \$612,245.84 Change: (\$31,275.46) Current : \$580,970.38	2010 - S1D - ST - 2335320 - DOM-G2 - - T3E - 25105 - - - OPS - - - 2335322
N/A	2	Previous : \$675,373.70 Change: \$0.00 Current : \$675,373.70	2011 - S1D - ST - 2335320 - DOM-G2 - - FLS - 25105 - - - T3E - - - 2335322
N/A	3	Previous : \$39,383.10 Change: \$0.00 Current : \$39,383.10	2011 - DXD - ST - 2335320 - DCF-G2 - - FLS - 25105 - - - T3E - - - 2335322
		PREVIOUS: \$1,327,002.64 CHANGE: (\$31,275.46) CURRENT: \$1,295,727.18	

## Section 3 - Contract Clauses

No Clauses

**Section 4 - List of Attachments**

No Clauses

*Exhibits and Attachments*

No Attachments

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>		1. CONTRACT ID CODE DJD-10-C-0039		OMB Clearance Control Number : 1103-0018	
2. AMENDMENT/MODIFICATION NO. 0005		3. EFFECTIVE DATE		4. REQUISITION/PURCHASE REQ NO See Lines	
5. PROJECT NO. (If applicable)		6. ISSUED BY CODE ST		7. ADMINISTERED BY (If other than Item 6) CODE	
Drug Enforcement Administration Office of Acquisition & Relocation Management 10555 Furnace Road Attn: GHAZALA SHABNAM Lorton, VA 22079					
8. NAME AND ADDRESS OF CONTRACTOR (No., street, country, state and ZIP Code)				(X) 9A. AMENDMENT OF SOLICITATION NO.  9B. DATED (SEE ITEM 11)  10A. MODIFICATION OF CONTRACT/ORDER NO. DJD-10-C-0039 10B. DATED (SEE ITEM 13) 09/01/2010	
BOOZ ALLEN HAMILTON INC. 8283 GREENSBORO DRIVE MCLEAN, VA 22102-3838				X	
CODE 362513626		FACILITY CODE 006928857			

## 11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in item 14. The hour and date specified for receipt of Offers ☐ is extended. ☐ is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing items 8 and 15, and returning \_\_\_\_\_ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment your desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

## 12. ACCOUNTING AND APPROPRIATION DATA (If required)

2010-2010-SID-ST-2335320-DOM-G2-T3E-25105-OPS-INET-2335322

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS.  
IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
X	D. OTHER (Specify type of modification and authority) FAR CLAUSE 52.217-9 "OPTION TO EXTEND THE TERM OF THE CONTRACT (MAR 2000)".
E. IMPORTANT: Contractor <input checked="" type="checkbox"/> is not, <input type="checkbox"/> is required to sign this document and return copies to the issuing office.	

## 14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

This unilateral modification exercises Option Year II and obligates funds in the amount of \$738,564.80. As a result, Option Year II is exercised.

Except as provided herein, all terms and conditions of the document referenced in item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)	
		Taylor, Lisa	
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA	16C. DATE SIGNED
(Signature of person authorized to sign)		By <i>[Signature]</i> (Signature of Contracting Officer)	7-18-12

NSN 7540-01-152-8070  
Previous edition unusableSTANDARD FORM 30 (REV. 10-83)  
Prescribed by GSA FAR (48 CFR) 53.243



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## Section 2 - Commodity or Services Schedule

**SCHEDULE OF SUPPLIES/SERVICES**

## CONTINUATION SHEET

ITEM NO.	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
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(b)(4)

(b)(4)

PREVIOUS TOTAL	\$1,295,727.18
CHANGE	\$738,584.80
CURRENT TOTAL	\$2,034,201.98

## FUNDING DETAILS:

ITEM NO.	FUNDING CODE	OBIGATED AMOUNT	ACCOUNTING CODES
1	1000	1000	1000
2	1000	1000	1000
3	1000	1000	1000
4	1000	1000	1000
5	1000	1000	1000
6	1000	1000	1000
7	1000	1000	1000
8	1000	1000	1000
9	1000	1000	1000
10	1000	1000	1000
11	1000	1000	1000
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94	1000	1000	1000
95	1000	1000	1000
96	1000	1000	1000
97	1000	1000	1000
98	1000	1000	1000
99	1000	1000	1000
100	1000	1000	1000

N/A	1	Previous : \$580,970.38 Change: \$0.00 Current : \$580,970.38	2010 - S1D - ST - 2335320 - DOM-G2 - - T3E - 25105 - - - OPS - - - 2335322
N/A	2	Previous : \$675,373.70 Change: \$0.00 Current : \$675,373.70	2011 - S1D - ST - 2335320 - DOM-G2 - - FLS - 25105 - - - T3E - - - 2335322
N/A	3	Previous : \$39,383.10 Change: \$0.00 Current : \$39,383.10	2011 - DXD - ST - 2335320 - DCF-G2 - - FLS - 25105 - - - T3E - - - 2335322
N/A	4	Previous : \$0.00 Change: \$698,466.61 Current : \$698,466.61	2012 - S1D - ST - 2335320 - DOM-G2 - - FLS - 25105 - - - T3E - - - 2335322
N/A	5	Previous : \$0.00 Change: \$42,098.19 Current : \$42,098.19	2012 - DXD - ST - 2335320 - DCF-G2 - - FLS - 25105 - - - T3E - - - 2335322
		PREVIOUS: \$1,295,727.18 CHANGE: \$738,564.80 CURRENT: \$2,034,291.98	

**Section 3 - Contract Clauses****No Clauses****Section 4 - List of Attachments****No Clauses***Exhibits and Attachments***No Attachments**

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>		1. CONTRACT ID CODE DJD-10-C-0039		OMB Clearance Control Number: 1103-0018	
2. AMENDMENT/MODIFICATION NO. 0006		3. EFFECTIVE DATE See Box 16C		4. REQUISITION/PURCHASE REQ. NO. See Lines	
6. ISSUED BY CODE		ST		5. PROJECT NO. (if applicable)	
7. ADMINISTERED BY (if other than Item 6) CODE					
Drug Enforcement Administration Office of Acquisition & Relocation Management 10555 Furnace Road Attn: GHAZALA SHABNAM Lorton, VA 22079					
8. NAME AND ADDRESS OF CONTRACTOR (No., street, country, state and ZIP Code)				(X)	
BOOZ ALLEN HAMILTON INC. 8283 GREENSBORO DR MCLEAN, VA 22102-4904					
				9A. AMENDMENT OF SOLICITATION NO.	
				9B. DATED (SEE ITEM 11)	
				10A. MODIFICATION OF CONTRACT/ORDER NO. DJD-10-C-0039	
				10B. DATED (SEE ITEM 13) 09/01/2010	
CODE 362513626		FACILITY CODE 006928857			

**11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS**

☐ The above numbered solicitation is amended as set forth in item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing items 8 and 15, and returning \_\_\_\_\_ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment your desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

**12. ACCOUNTING AND APPROPRIATION DATA (if required)**

2010-2010-SID-ST-2335320-DOM-G2-T3E-25105-OPS-INET-2335322

**13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS.  
IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.**

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
X	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☐ is not, ☒ is required to sign this document and return 1 copies to the issuing office.**14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)**

The purpose of unilateral modification 0006 is to change the Contracting Officer and the Contract Specialist in accordance with DEA-2852.242-74 Contract Administration Points of Contact (May 2012).

Contracting Officer: Lisa Taylor  
Contract Specialist: Stephanie Gilbert

Except as provided herein, all terms and conditions of the document referenced in item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Taylor, Lisa	
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA By <u>[Signature]</u> (Signature of Contracting Officer)	16C. DATE SIGNED 11-28-10

NSN 7540-01-152-8070  
Previous edition unusableSTANDARD FORM 30 (REV. 10-83)  
Prescribed by GSA FAR (48 CFR) 53.243

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4	List of Attachments. ....	5

## Section 2 - Commodity or Services Schedule

## SCHEDULE OF SUPPLIES/SERVICES

CONTINUATION SHEET

ITEM NO.	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
(b)(4)					

(b)(4)

PREVIOUS TOTAL	\$2,034,291.98
CHANGE	\$0.00
CURRENT TOTAL	\$2,034,291.98

**FUNDING DETAILS:**



N/A	1	Previous : \$580,970.38 Change: \$0.00 Current : \$580,970.38	2010 - S1D - ST - 2335320 - DOM-G2 - - T3E - 25105 - - - OPS - - - 2335322
N/A	2	Previous : \$675,373.70 Change: \$0.00 Current : \$675,373.70	2011 - S1D - ST - 2335320 - DOM-G2 - - FLS - 25105 - - - T3E - - - 2335322
N/A	3	Previous : \$39,383.10 Change: \$0.00 Current : \$39,383.10	2011 - DXD - ST - 2335320 - DCF-G2 - - FLS - 25105 - - - T3E - - - 2335322
N/A	4	Previous : \$696,466.61 Change: \$0.00 Current : \$696,466.61	2012 - S1D - ST - 2335320 - DOM-G2 - - FLS - 25105 - - - T3E - - - 2335322
N/A	5	Previous : \$42,098.19 Change: \$0.00 Current : \$42,098.19	2012 - DXD - ST - 2335320 - DCF-G2 - - FLS - 25105 - - - T3E - - - 2335322
		PREVIOUS: \$2,034,291.98 CHANGE: \$0.00 CURRENT: \$2,034,291.98	

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>		1 CONTRACT ID CODE DJD-10-C-0039	OMB Clearance Control Number 1103-0018
2 AMENDMENT/MODIFICATION NO 0009	3 EFFECTIVE DATE See Box 16C	4 REQUISITION/PURCHASE REQ NO See Lines	5 PROJECT NO (if applicable)
6 ISSUED BY CODE	ST	7 ADMINISTERED BY (if other than Item 6)	CODE
Drug Enforcement Administration Office of Acquisition & Relocation Management 10555 Furnace Road Attn: GH/A/ALA SHABNAM Lorton, VA 22079			
8 NAME AND ADDRESS OF CONTRACTOR (No street, country state and ZIP Code)		(X)	9A AMENDMENT OF SOLICITATION NO
BOOZ ALLEN HAMILTON INC 8283 GREENSBORO DR MCLEAN, VA 22102-3830			9B DATED (SEE ITEM 11)
		X	10A MODIFICATION OF CONTRACT/ORDER NO DJD-10-C-0039
			10B DATED (SEE ITEM 13)
CODE 362513626		FACILITY CODE 006928857	
		09/01/2010	

**11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS**

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended ☐ is not extended

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing items 8 and 15, and returning \_\_\_\_\_ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment your desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

**12 ACCOUNTING AND APPROPRIATION DATA (if required)**

2010-2010-SID-ST-2333320-DOM-G2-T3E-25105-OPS-INET-2335322

**13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS.  
IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.**

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
X	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF MUTUAL AGREEMENT BETWEEN BOTH PARTIES.
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☒ is not ☐ is required to sign this document and return copies to the issuing office

**14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)**

The purpose of bilateral modification 0009 is to deobligate residual funds from Option Period 1 in the amount of \$13,470.68.

Order total decreases from \$2,034,291.98 by \$13,470.68 for a revised grand total of \$2,020,821.30.

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A NAME AND TITLE OF SIGNER (Type or print) Robert J. Sogegian, Vice President Booz Allen Hamilton, Inc.	16A NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Taylor, Lisa
15B CONTRACTOR/OFFEROR (b)(4) (Signature of person authorized to sign)	15C DATE SIGNED March 19, 2013
16B UNITED STATES OF AMERICA By <u>Tha Taha</u> (Signature of Contracting Officer)	16C DATE SIGNED 3-21-13

NSN 7540-01-152-8070  
Previous edition unusable

STANDARD FORM 30 (REV 10-83)  
Prescribed by GSA FAR (48 CFR) 53.243

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4	List of Attachments. ....	5

## Section 2 - Commodity or Services Schedule

**SCHEDULE OF SUPPLIES/SERVICES**

## CONTINUATION SHEET

ITEM NO.	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
(b)(4)					

(b)(4)

PREVIOUS TOTAL	\$2,034,291.98
CHANGE	(\$13,470.68)
CURRENT TOTAL	\$2,020,821.30

FUNDING DETAILS:

ITEM NO.	FUNDING LINE	OBLIGATED AMOUNT	ACCOUNTING CODES
N/A	1	Previous : \$580,970.38 Change: \$0.00 Current : \$580,970.38	2010 - S1D - ST - 2335320 - DOM-G2 - - T3E - 25105 - - - OPS - - - 2335322
N/A	2	Previous : \$675,373.70 Change: (\$5,464.70) Current : \$669,909.00	2011 - S1D - ST - 2335320 - DOM-G2 - - FLS - 25105 - - - T3E - - - 2335322
N/A	3	Previous : \$39,383.10 Change: (\$8,005.98) Current : \$31,377.12	2011 - DXD - ST - 2335320 - DCF-G2 - - FLS - 25105 - - - T3E - - - 2335322
N/A	4	Previous : \$696,466.61 Change: \$0.00 Current : \$696,466.61	2012 - S1D - ST - 2335320 - DOM-G2 - - FLS - 25105 - - - T3E - - - 2335322
N/A	5	Previous : \$42,098.19 Change: \$0.00 Current : \$42,098.19	2012 - DXD - ST - 2335320 - DCF-G2 - - FLS - 25105 - - - T3E - - - 2335322
		PREVIOUS: \$2,034,291.98 CHANGE: (\$13,470.68) CURRENT: \$2,020,821.30	

# BEST AVAILABLE COPY

DJD-10-C-0034

Page 1 of 34

<b>AWARD/CONTRACT</b>		1. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700)		RATING	OVER ORDERING CODE NUMBER (1103-0015)
2. CONTRACT NUMBER AND DATE		3. EFFECTIVE DATE		4. REQUESTOR/PHASE REQUEST PROJECT NO	
DJD-10-C-0034		02/01/2010		PR 10-15-0-04	
5. ADDRESS (1)		6. ADDRESS (2) (If different from 5)		7. OTHER	
DEA Headquarters 8701 Morrisette Drive Arling House VanderVeen (H&M) Springfield, VA 22152					
8. NAME AND ADDRESS OF CONTRACTOR (As shown on contract order and 24 hours)				9. DELIVERY	
BENCH ALLEN HAMILTON INC 8293 GREENSBORO DRIVE MCLEAN, VA 22102-1838				<input type="checkbox"/> CARRIER <input checked="" type="checkbox"/> OTHER (See below) 10. DELIVERY POINT FOR DELIVERY ADDRESS	
				NET 30	
11. SUBMIT INVOICES (1)				12. TEM	
13. APPROVED TO THE ADDRESS				Block 12	
14. ORDER NUMBER		15. ORDER CODE		16. ORDER DATE	
10000 16026		00000000000000000000		0002	
17. ORDER DATE		18. ORDER CODE		19. ORDER DATE	
02/01/2010		0000		02/01/2010	
20. ORDER DATE		21. ORDER CODE		22. ORDER DATE	
02/01/2010		0000		02/01/2010	
23. ORDER DATE		24. ORDER CODE		25. ORDER DATE	
02/01/2010		0000		02/01/2010	
26. ORDER DATE		27. ORDER CODE		28. ORDER DATE	
02/01/2010		0000		02/01/2010	
29. ORDER DATE		30. ORDER CODE		31. ORDER DATE	
02/01/2010		0000		02/01/2010	
32. ORDER DATE		33. ORDER CODE		34. ORDER DATE	
02/01/2010		0000		02/01/2010	
35. ORDER DATE		36. ORDER CODE		37. ORDER DATE	
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40. ORDER DATE		41. ORDER CODE		42. ORDER DATE	
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52. ORDER DATE		53. ORDER CODE		54. ORDER DATE	
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55. ORDER DATE		56. ORDER CODE		57. ORDER DATE	
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67. ORDER DATE		68. ORDER CODE		69. ORDER DATE	
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70. ORDER DATE		71. ORDER CODE		72. ORDER DATE	
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76. ORDER DATE		77. ORDER CODE		78. ORDER DATE	
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82. ORDER DATE		83. ORDER CODE		84. ORDER DATE	
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85. ORDER DATE		86. ORDER CODE		87. ORDER DATE	
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88. ORDER DATE		89. ORDER CODE		90. ORDER DATE	
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91. ORDER DATE		92. ORDER CODE		93. ORDER DATE	
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115. ORDER DATE		116. ORDER CODE		117. ORDER DATE	
02/01/2010		0000		02/01/2010	
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121. ORDER DATE		122. ORDER CODE		123. ORDER DATE	
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175. ORDER DATE		176. ORDER CODE		177. ORDER DATE	
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325. ORDER DATE		326. ORDER CODE		327. ORDER DATE	
02/01/2010		0000		02/01/2010	
328. ORDER DATE		329. ORDER CODE		330. ORDER DATE	
02/01/2010		0000		02/01/2010	
331. ORDER DATE		332. ORDER CODE		333. ORDER DATE	

<b>AWARD/CONTRACT</b>		1. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700)		RATING		OMB Clearance Control Number : 1103-0018	
2. CONTRACT (Proc. Inst. Ident.) NO. DJD-10-C-0034		3. EFFECTIVE DATE 07/01/2010		4. REQUISITION/PURCHASE REQUEST/PROJECT NO. PR D-10-IS-0104			
5. ISSUED BY DEA Headquarters 8701 Morrisette Drive Attn: Eric VanderVeen (FAC) Springfield, VA 22152		CODE HQ		6. ADMINISTERED BY (If other than item 5)		CODE	
7. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)  BOOZ ALLEN HAMILTON INC. 8283 GREENSBORO DRIVE MCLEAN, VA 22102-3838				8. DELIVERY <input type="checkbox"/> FOB ORIGIN <input checked="" type="checkbox"/> OTHER (See below)			
				9. DISCOUNT FOR PROMPT PAYMENT  <b>NET 30</b>			
CODE: 362513626		FACILITY CODE: 006928857		10. SUBMIT INVOICES (4 copies unless otherwise specified) TO THE ADDRESS SHOWN IN		ITEM Block 12	
11. SHIP TO/MARK FOR DEA Headquarters 8701 Morrisette Drive Attn: Clarice Hillstrom (IS) Springfield, VA 22152		CODE HQ		12. PAYMENT WILL BE MADE BY DEA Headquarters 8701 Morrisette Drive Attn: Clarice Hillstrom (IS) Springfield, VA 22152		CODE HQ	
13. AUTHORITY FOR USING OTHER THAN FULL AND OPEN COMPETITION: <input type="checkbox"/> 10 U.S.C. 2304(c) ( ) <input type="checkbox"/> 41 U.S.C. 253(c) ( )				14. ACCOUNTING AND APPROPRIATION DATA 2010-DXD-IS-1530000-DCF-G2-FRB-25707-OPS-1530330-2010			
15A. ITEM NO.	15B. SUPPLIES/SERVICES	15C. QUANTITY	15D. UNIT	15E. UNIT PRICE	15F. AMOUNT		
(b)(4)							
See Continuation Sheet(s)							
15G. TOTAL AMOUNT OF CONTRACT						\$33,275,408.00	
16. TABLE OF CONTENTS							
(X)	SEC.	DESCRIPTION	PAGE(S)	(X)	SEC.	DESCRIPTION	PAGE(S)
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X	B	SUPPLIES OR SERVICES AND PRICES/COSTS		PART III - LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACH			
X	C	DESCRIPTION/SPECS./WORK STATEMENT		X	J	LIST OF ATTACHMENTS	
X	D	PACKAGING AND MARKING		PART IV - REPRESENTATIONS AND INSTRUCTIONS			
X	E	INSPECTION AND ACCEPTANCE			K	REPRESENTATIONS CERTIFICATIONS AND OTHER STATEMENTS OF OFFERORS	
X	F	DELIVERIES OR PERFORMANCE			L	INSTRS., CONDS., AND NOTICES TO OFFERORS	
X	G	CONTRACT ADMINISTRATION DATA			M	EVALUATION FACTORS FOR AWARD	
X	H	SPECIAL CONTRACT REQUIREMENTS					
CONTRACTING OFFICER WILL COMPLETE ITEM 17 OR 18 AS APPLICABLE							
17. <input checked="" type="checkbox"/> CONTRACTORS NEGOTIATED AGREEMENT (Contractor is required to sign this document and return <u>1</u> copies to issuing office) Contractor agrees to furnish and deliver all items or perform all the services set forth or otherwise identified above and on any continuation sheets for the consideration stated herein. The rights and obligations of the parties to this contract shall be subject to and governed by the following documents: (a) this award/contract, (b) the solicitation, if any, and (c) such provisions, representations, certifications, and specifications, as are attached or incorporated by reference herein. (Attachments are listed herein.)				18. <input type="checkbox"/> AWARD (Contractor is not required to sign this document.) Your offer on Solicitation Number _____, including the additions or changes made by you which additions or changes are set forth in full above, is hereby accepted as to the items listed above and on any condition sheets. This award consummates the contract which consists of the following documents: (a) the Government's solicitation and your offer, and (b) this award/contract. No further contractual document is necessary.			
19A. NAME AND TITLE OF SIGNER (Type or print)				20A. NAME OF CONTRACTING OFFICER Didaleusky, Linda			
19B. NAME OF CONTRACTOR		19C. DATE SIGNED		20B. UNITED STATES OF AMERICA		20C. DATE SIGNED	
BY _____ (Signature of person authorized to sign)				BY _____ (Signature of Contracting Officer)		-	



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**Section B - Supplies or Services and Prices/Costs****SCHEDULE OF SUPPLIES/SERVICES**

CONTINUATION SHEET

ITEM NO.	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
(b)(4)					

(b)(4)

(b)(4)

(b)(4)



(b)(4)

TOTAL

\$33,275,408.00

## FUNDING DETAILS:

ITEM NO.	FUNDING LINE	OBLIGATED AMOUNT	ACCOUNTING CODES
N/A	1	\$168,908.82	2010 - DXD - IS - 1530000 - DCF-G2 - - FRB - 25707 - - - OPS - - - 1530330
N/A	2	\$7,505.38	2010 - DXD - IS - 1530000 - DCF-G2 - - ISC - 25707 - - - OPS - - - 1530330
N/A	3	\$1,364,499.45	2010 - S1D - IS - 1530000 - DOM-G2 - - ISC - 25707 - - - OPS - - - 1530330
N/A	4	\$852,766.19	2010 - S1D - IS - 1530000 - DOM-G2 - - FRB - 25707 - - - OPS - - - 1530330
		TOTAL: \$2,393,679.84	

The total value of the Base Period is \$4,750,262.00  
 Funding for the Base Period is provided in the amount of \$2,393,679.84.  
 The remaining balance of \$2,356,582.16 is Subject to the Availability of Funds.



**Section C - Description/Specifications/Statement of Work**

## Clauses By Full Text

C.1 STATEMENT OF WORK

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The full Statement of Work is attached as EXHIBIT 1.

The Statement of Work Labor Categories for this requirement are attached as EXHIBIT 2.

**Section D - Packaging and Marking****Clauses By Full Text****DEA-PD.0001 General Packaging and Marking Requirements (AUG 2008)**

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Packaging and packing for all items (includes written materials, reports, presentations, etc.) delivered hereunder shall be in accordance with common commercial practices, adequate to insure protection from possible damage resulting from improper handling, inclement weather, water damage, excessive heat and cold, and to insure acceptance by a common carrier for safe delivery to its final destination.

All deliverables shall clearly indicate the contract number and task order number, as appropriate, on or adjacent to the exterior shipping label.

(End of Clause)

**Section E - Inspection and Acceptance**

## Clauses By Reference

Clause	Title
52.246-6	Inspection--Time-and-Material and Labor-Hour (May 2001)

**Section F - Deliveries and Performance**

## Clauses By Reference

Clause	Title
52.247-34	F.O.B. Destination (Nov 1991)
52.242-15	Stop-Work Order (Aug 1989)

## Clauses By Full Text

F.1 Deliverables

The Contract Deliverables are attached as Exhibit 7.

F.2 Place of Performance

The Contractor shall perform the majority of the work under this contract at the DEA's Sterling Park Technology Center, located at 22400 Shaw Road, Sterling, VA 20166. Additional work may be required in other locations as directed by the Contracting Officer's Technical Representative (COTR) or Technical Point of Contract (TPOC).

DEA-PF.0001 Period of Performance (AUG 2008)

The basic contract period of performance for services described in Section B is established from July 1, 2010 through June 31, 2011. In the event that options, if applicable, are exercised, the period of performance shall be:

Option Period I: July 1, 2011 through June 30, 2012

Option Period II: July 1, 2012 through June 30, 2013

Option Period III: July 1, 2013 through June 30, 2014

Option Period IV: July 1, 2014 through June 30, 2015

Option periods of performance may be subject to the availability of applicable fiscal year funding and the continuing needs of the Government.

(End of Clause)

## Section G - Contract Administration Data

### Clauses By Full Text

#### G.1 Government's Technical Point of Contact (TPOC)

---

The Government's Technical Point of Contact (TPOC) is defined as – The government's primary technical representative responsible for monitoring total contractor performance under simplified acquisitions for supplies or services. The TPOC will be a DEA Employee.

(a) The TPOC is responsible for: assuring that contractor understands all technical requirements; representing the Drug Enforcement Administration (DEA) in technical meetings; ensuring that supplies and services conform to commercial and industrial standards and that services are performed in accordance with the terms and conditions of the contract; monitoring due dates to assure that supplies or services are provided timely; receiving all deliverables; inspecting and accepting or rejecting supplies and services as necessary; notifying the Contracting Officer (CO) in writing when supplies or services have been rejected; assuring that the contractor properly corrects all defects and omissions.

(b) The TPOC does not have the authority to take any action, either directly or indirectly, that would change the pricing, quantity, place of performance, delivery schedule, or any of the terms and conditions of the order, or to direct the accomplishment of effort or the ordering of supplies which goes beyond the scope of the original contract. When in the opinion of the contractor, the TPOC requested any of the aforementioned changes; the contractor shall promptly notify the Contracting Officer in writing. Any failure by the contractor to notify the Contracting Office in writing of any changes is an admission that the contractor is working at its own risk on a voluntary basis. No action shall be taken by the contractor under such direction until the Contracting Officer has issued such changes in writing by way of a modification to the contract.

#### G.2 Incorporation of the Contractor's Proposal

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It is understood and agreed that the Contractor shall, in meeting the requirements of this contract, perform the work in accordance with the proposal submitted to the Drug Enforcement Administration dated February 10, 2010 as amended on May 26, 2010. However, to the extent that any provisions of the Articles set forth herein are in conflict or inconsistent with any provisions of said proposal, the provisions of the Articles of this contract shall be controlling and shall supersede the provisions of said proposal.

#### 2852.201-70 Contracting Officer's Technical Representative (COTR) (JAN 1985)

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(a) Ms. Clarice Hillstrom, contact information (703) 285-7104 Clarice.E.Hillstrom@usdoj.gov, is hereby designated to act as Contracting Officer's Technical Representative (COTR) under this contract.

(b) The COTR is responsible, as applicable, for: receiving all deliverables, inspecting and accepting the supplies or services provided hereunder in accordance with the terms and conditions of this contract; providing direction to the contractor which clarifies the contract effort, fills in details or otherwise serves to accomplish the contractual Scope of Work; evaluating performance; and certifying all invoices/vouchers for acceptance of the supplies or services furnished for payment.

(c) The COTR does not have the authority to alter the contractor's obligations under the contract, and/or modify any of the expressed terms, conditions, specifications, or cost of the agreement. If as a result of technical discussions it is desirable to alter/change contractual obligations or the Scope of Work, the Contracting Officer shall issue such changes.

(End of Clause)

#### DEA-2852.232-81 Release Of Residual Funds (\$100 Or Less) (SEP 2004)

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The contractor is advised when submitting the final invoice under an order to submit an information copy of the invoice to the Contracting Officer. The invoice must be marked "Informational Copy - Final Invoice." If residual funds on the order total \$100 or less, the government will automatically deobligate the residual funds without further communication with the vendor. Upon receipt and payment of the final invoice, it is understood and agreed that all outstanding obligations incurred on the above referenced order have been satisfied. Therefore, it is further understood and agreed that the government shall not be liable for the payment of any future in-

voices that may be submitted under the above referenced order.

#### DEA-2852.232-82 Release Of Residual Funds (Greater Than \$100) (SEP 2004)

If funds greater than \$100 remain on this order after payment of the final invoice, the Government will issue a bilateral modification to authorize release of those funds. The contractor's signature on the modification will constitute understanding and agreement that all outstanding obligations incurred on this order have been satisfied. The Government shall not be held liable for the payment of any further invoices submitted under this order. The contractor will have up to 30 calendar days after issuance of the modification to sign and return it. Further, failure to sign and return the modification within the stated time period shall be considered acceptance of the Government's intent to deobligate the residual funds' and releases the Government from any future liability stemming from or related to this order.

#### DEA-2852.232-84 Invoice Requirements (DEC 2008)

(a) The contractor shall submit scanned or electronic images of invoice(s) to the following email address: invoice.inspections@usdoj.gov, with copies to Clarice.E.Hillstrom@usdoj.gov and Linda.Didaleusky@usdoj.gov. The date of record for invoice receipt is established on the day of receipt of the email if it arrives before the end of standard business hours (5 p.m. local), or the next business day if the invoice arrives outside of normal business hours. Scanned documents with original signatures in .pdf or other graphic formats attached to the email are acceptable. Digital/electronic signatures and certificates can not be processed by DEA and will be returned.

(b) In addition to the items required in FAR clause 52.232-25, PROMPT PAYMENT, at (a)(3)(i) through (x), a proper invoice shall also include the following minimum additional information and/or attached documentation.

(1) Total/cumulative charges for the billing period for each Contract Line Item Number (CLIN);

(2) Dates upon which items/services were delivered;

(3) The Contractor's Taxpayer Identification Number (TIN); and

(4) A statement signed by a responsible official of the concern substantially similar if not identical to the following:

"I certify that the items above have been delivered in accordance with the contract, and that all charges are true, correct, and have not been previously billed."

Contractor's Signature \_\_\_\_\_  
Date \_\_\_\_\_

[Printed Name/Title/Company/Telephone Number]

(Printed Name/Title/Company/Telephone Number)

(c) Invoices will be rejected if they do not display/open/execute properly, are not legible, or if they do not contain the required information or signatures for processing.

(End of Clause)

#### DEA-PG.0001 Contract Administration Points of Contact (JUL 2008)

Contract administration for the DEA will be performed by:

U. S. Department of Justice

Drug Enforcement Administration

Office of Acquisition Management (FA)

Contract Specialist/telephone #/email - Eric VanderVeen

(202) 307-7987 / Eric.Vanderveen@usdoj.gov

Contracting Officer/telephone #/email - Linda Didaleusky

(202) 307-7831 / Linda.Didaleusky@usdoj.gov

Contracting Officer's Technical Representative (COTR): See JAR 2852.201-70

Contract administration for the contractor shall be performed by:

Name: Heather Richey

Title: Senior Contracts Administrator

Address: 8283 Greensboro Drive, McLean, VA 22102

Telephone: (703) 902-5394

E-Mail: Richey\_Heather@bah.com

The named contract administrator shall be the point of contact for addressing invoice issues, questions, and other related payment matters.

(End of Provision)

#### DEA-PG.0002 Closure of Government Offices: Holidays, Special Events, and Unscheduled (JUL 2008)

A. The Contractor shall establish a holiday schedule that coincides with the Government's schedule. In accordance with the Service Contract Act, the following is a list of Government holidays:

1. New Year's Day
2. Martin Luther King, Jr. Day
3. President's Day
4. Memorial Day
5. Independence Day
6. Labor Day
7. Columbus Day
8. Veteran's Day
9. Thanksgiving Day
10. Christmas Day

B. Government holidays are not billable unless work is actually requested by the Government and performed on those days. Work performed on holidays shall be billable (after approval by the COTR) at the negotiated rate. Should a holiday fall on a weekend, the day designated by the Government shall be recognized as the holiday.

C. There are certain types of irregularly occurring situations that may prompt the Government to close the offices where contractor personnel are working, either on a national, state, local or site-specific basis. This closure may occur at any time before or during the work day. Examples of such situations include, but are not limited to: Presidential or agency-declared states of imminent danger (e.g., bomb threats); Presidential or agency-declared administrative leave (e.g., Christmas Eve, Inaugural Day); inclement weather (e.g., winter storms, flooding); and infrastructure emergencies (e.g., frozen or burst water pipes, power outages), or local activity early dismissal. When such situations occur, the contractor may bill the Government for only the actual hours worked up to the time of the official closing, unless work is specifically requested by the Government and performed on those days (after approval by the COTR). Work performed on days when government offices are closed for unanticipated reasons shall be billable at the regular unit rate.

D. The contractor will not be reimbursed for contractor employee attendance at DEA functions held during normal working hours, i.e., DEA fund raisers, picnics, etc.

(End of Provision)

#### DEA-PG.0003 Continuing Contract Performance During A Pandemic Influenza Or Other National Emergency (OCT 2007)

During a Pandemic or other emergency DEA understands that its contractor workforce will experience the same high levels of absenteeism as federal employees. Although the Excusable Delays and Termination for Default clauses used in government contracts list epidemics and quarantine restrictions among the reasons to excuse delays in contract performance, DEA expects its contractors to make a reasonable effort to keep performance at an acceptable level during emergency periods.

The Office of Personnel Management (OPM) has provided guidance to federal managers and employees on the kinds of actions to be taken to ensure the continuity of operations during emergency periods. This guidance is also applicable to DEA's contract workforce. Contractors are expected to have reasonable policies in place for continuing work performance, particularly those performing mission critical services, during a pandemic or other emergency situation.

Contractors are reminded that although it is possible that security requirements could be changed during an emergency, the contractual security requirements will be in effect until the contractor is notified otherwise. Any changes to the security requirements under this contract or order will be made through official notification by DEA's Contracting Office. The contractor must be mindful of these constraints when developing emergency plans for staffing this contract.

The types of actions a federal contractor should reasonably take to help ensure performance include, but are not limited to:

- Encourage contractor personnel to get inoculations or follow other preventive measures as advised by the public health service.
- Contractors should cross-train workers as backup for all positions performing critical services. This is particularly important for work such as guard services, linguist services, or work on secure computer networks where telework is not an option.
- Implement telework to the greatest extent possible in the workgroup so systems are in place to support successful remote work in an emergency.

- Communicate expectations to all contractor personnel regarding their roles and responsibilities in relation to remote work in the event of a pandemic health crisis or other emergency.
- Establish communication processes to notify contractor personnel of activation of this plan.
- Integrate pandemic health crisis expectations into telework agreements.
- With the contractor employee, assess requirements for working at home (supplies and equipment needed for an extended telework period). Security concerns should be considered in making equipment choices; agencies or contractors may wish to avoid use of personal computers belonging to contractor personnel and provide them with PCs or laptops as appropriate.
- Determine how all contractor personnel who telework will communicate with one another and with management to accomplish work.
- Practice telework regularly to ensure effectiveness.
- Make it clear that in emergency situations, contractor personnel must perform all duties assigned by management, even if they are outside usual or customary duties.
- Identify how time and attendance will be maintained.

It is the contractor's responsibility to advise the government Contracting Officer if they anticipate not being able to perform and to work with the DEA to fill gaps as necessary. This means direct communication with the Contracting Officer, or in his/her absence, another responsible person in the Contracting Office, via telephone or email messages acknowledging the contractor's receipt of information during the pandemic or emergency. The incumbent contractor is responsible for assisting the DEA in estimating the adverse impacts of nonperformance and to work diligently with DEA to develop a strategy for maintaining the continuity of operations.

The DEA reserves the right in such emergency situations to use federal employees, employees of other agencies, contract support from other existing contractors, or to enter into new contracts for critical support services if the incumbent contractor is unable to fulfill the Government's need for that critical support. Any new contracting efforts would be acquired following the guidance in the Office of Federal Procurement Policy issuance "Emergency Acquisitions," May 2007, and Subpart 18.2, Emergency Acquisition Flexibilities, of the Federal Acquisition Regulations.

(End of Provision)

#### DEA-PG.0004 Overtime (JUL 2008)

Work performed by an individual covered by the Service Contract Act (SCA) in excess of forty hours a week is considered to be overtime, provided that the individual performed the work under this contract on one or more of the labor categories listed in Section B. Overtime may be authorized only with the prior approval of the Contracting Officer's Technical Representative (COTR). If approved, overtime would be calculated at one and one half (1.5) times the direct base hourly rate (not the billing rate). The requirements of the Service Contract Act (SCA) and Fair Labor Standards Act (FLSA), as they apply to employee compensation, remain applicable.

(End of Provision)



## Section H - Special Contract Requirements

### Clauses By Full Text

#### H.1 Contractor Performance Reports (MAY 2004)

---

Contractors shall be rated on their performance under this Contract twice a year by the COTR using the National Institutes of Health (NIH) Contractor Performance System (CPS) which is an electronic method of rating past performance. Contractors must register with CPS to activate this process. The website to register for CPS and download CPR forms and rating guidelines is at <https://cpscontractor.nih.gov>. If you are unable to access this electronic method, the Contractor Performance Report (CPR) and the Rating Guidelines may be provided by *Exhibit 3*.

The Contractor will be provided an opportunity to respond to the rating. All comments, rebuttals, or additional information shall be attached to the CPR and submitted to the Contracting Officer for further consideration. This information will be maintained on file for a maximum of three years after complete contract performance and shall be used to provide information to other DOD, federal or state agencies regarding the Contractor's current or past performance. CPR will also be used by DEA in determining whether to exercise an Option Period or the award of any follow-on contracts, if applicable.

#### H.2 Subcontracting Compliance (JULY 2008)

---

The contractor shall complete the subcontracting certification form located in *Exhibit 4*. Submission shall be made to the Contracting Officer upon completion of each contract period of performance (i.e., base year plus any option periods). The certificate shall be completed by a designated company official authorized to act on behalf of the company.

#### H.3 Travel and Related Costs

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In the performance of this contract, Contractor personnel may be required to travel to Government facilities other than the primary reporting office(s). All travel costs will be authorized on a case-by-case basis and approved as set forth herein. Any expenses incurred by Contractor personnel without prior Government approval may be denied for payment.

The Contractor will be reimbursed for actual, allowable travel costs and travel allowances (per diem) of personnel who are authorized to travel, in accordance with the established policy of the Federal Travel Regulation. Such transportation costs will not be reimbursed in an amount greater than the cost of first class rail or of economy air travel, unless first class rail or economy air travel space are not available and the contractor certifies to these facts in the voucher or other documents submitted for reimbursement. Vouchers and claims for expenses (i.e., receipts) shall be attached to invoices.

Domestic U.S. travel directed by the Government under this contract shall be incurred in accordance with the Department of Justice and Agency travel regulations; Federal Acquisition Regulations (FAR) Part 31; 41 Code of Federal Regulations (CFR) Chapters 300 and 301; and Federal Travel Regulations (FTR).

Travel expenses will be reimbursed on an actual expense basis in accordance with the FTR. All travel must be

reviewed and pre-approved by the COTR prior to travel. No direct travel costs from place of residence to and from the normally assigned worksite will be allowable under this contract. Domestic U.S. travel rates (i.e., per diem, mileage, etc.) can be found at <http://www.gsa.gov/Portal/gsa/ep/home.do?tabId=0> on the Internet; or, from the General Services Administration (GSA), Office of Government-wide Policy, Office of Transportation and Personal Property, Travel & Transportation Management Policy Division, Washington, DC 20405.

Maximum rates of per diem allowance and reimbursements for miscellaneous travel expenses for travel in foreign areas, including the Trust Territory of the Pacific Islands, are established by the Department of State.

Maximum rates of per diem allowances and reimbursements for miscellaneous travel expenses for travel in Alaska, Hawaii, Puerto Rico, Northern Mariana Islands and territories and possessions of the United States are established by the Department of Defense.

**Daily commuting expenses**, including parking, to and from the regularly assigned place of performance are not reimbursable.

**Local travel** from the DEA work site to and from other locations, such as conference centers and other Federal agencies, may be required. Transportation, parking, and/or local travel via a privately owned vehicle (POV) shall be reimbursed in accordance with DEA local travel policy. Mileage for use of a POV shall be reimbursed in accordance with the Department of Justice Travel Regulations at the prevailing rate per mile as established by GSA.

**Long distance travel** will be reimbursed in accordance with the Department of Justice Travel Regulations at the prevailing rates as established by GSA (United States) or the Department of State and/or the Department of Defense (foreign countries) for lodging, meals and miscellaneous expenses, mileage, and local transportation.

## TRAVEL INVOICE

The Travel Summary shall provide a breakdown of days that the Contractor employees have been in a travel status. The information shall be broken down by name of traveler, destination, number of days, per diem lodging, per diem, miscellaneous and incidental expenses (including tolls, mileage, etc.), differential and allowances, with subtotals and a grand total. Copies of all supporting documentation including receipts, shall accompany the Travel Summary.

### H.4 Security Requirements

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The personnel security level for this order is SECRET with COMSEC access. All contractor personnel assigned to this order shall have been granted a security clearance by the Department of Defense, Defense Security Services, for access to national security information that is classified SECRET based on a Limited Background Investigation (LBI) or TOP SECRET based on a Single Scope Background Investigation (SSBI). An INTERIM SECRET clearance will not be accepted. An INTERIM TOP SECRET clearance will be accepted only if it is based on a FINAL SECRET clearance. *Detailed security requirements and the documentation required to obtain approval for access at DEA are provided as Exhibits 5 and 6 and are available at [www.dea.gov](http://www.dea.gov); click on Acquisitions & Contracts; click on Policies; go to Security Provision DEA-2852.204.86.*

### H.5 Transition Plan

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The successful offeror shall transition the current Orders by transferring services and ensuring continuity of support during the transition period. Focus shall be on the approach for transitioning the work and the workforce from the beginning of the phase-in period, if applicable, through the full implementation of the proposed requirement(s).

#### H.6 Special Security Requirements for COMSEC Access (November 2009)

The COTR/TM is responsible for completing Part I - Request for Issuance of form DEA-56, Cryptographic Access, for the contractor's personnel and submitting the form to DEA's Personnel Security Section to complete Part II - Authorization. Upon receipt of the authorized DEA-56, DEA's COMSEC Central Office of Record (COMSEC COR), the COMSEC COR will notify the COTR/TM and arrange for the individual(s) to receive a cryptographic access briefing. The individual(s) must sign Part III - Briefing Certification and Formal Authorization of form DEA-56.

The contractor shall immediately notify the COTR/TM when an individual(s) will be reassigned or otherwise cease performance on this contract. The COTR/TM will arrange for the individual(s) to be debriefed by DEA's COMSEC COR. The individual(s) must sign Part IV - Debriefing Certification of form DEA-56.

The contractor's personnel shall notify the COTR/TM of any of the following circumstances. The COTR/TM will in turn notify DEA's COMSEC COR.

- An intention to travel outside the United States, whether for official or unofficial purposes.
- Any occurrence of illegal or unauthorized access being sought to cryptographic or other sensitive information.
- Reason to believe that he/she may be the target of an attempted exploitation by a foreign entity.

#### 2852.223-70 Unsafe Conditions Due to the Presence of Hazardous Material (June 1996)

(a) "Unsafe condition" as used in this clause means the actual or potential exposure of contractor or Government employees to a hazardous material as defined in Federal Standard No. 313, and any revisions thereto during the term of this contract, or any other material or working condition designated by the Contracting Officer's Technical Representative (COTR) as potentially hazardous and requiring safety controls.

(b) The Occupational Safety and Health Administration (OSHA) is responsible for issuing and administering regulations that require contractors to apprise its employees of all hazards to which they may be exposed in the course of their employment; proper conditions and precautions for safe use and exposure; and related symptoms and emergency treatment in the event of exposure.

(c) Prior to commencement of work, contractors are required to inspect for and report to the contracting officer or designee the presence of, or suspected presence of, any unsafe condition including asbestos or other hazardous materials or working conditions in areas in which they will be working.

(d) If during the performance of the work under this contract, the contractor or any of its employees, or subcontractor employees, discovers the existence of an unsafe condition, the contractor shall immediately notify the contracting officer, or designee, (with written notice provided not later than three (3) working days thereafter) of the existence of an unsafe condition. Such notice shall include the contractor's recommendations for the protection and the safety of Government, contractor and subcontractor personnel and property that may be exposed to the unsafe condition.

(e) When the Government receives notice of an unsafe condition from the contractor, the parties will agree on a course of action to mitigate the effects of that condition and, if necessary, the contract will be amended. Failure to agree on a course of action will constitute a dispute under the Disputes clause of this contract.

(f) Nothing contained in this clause shall relieve the contractor or subcontractors from complying with applicable Federal, State, and local laws, codes, ordinances and regulations (including the obtaining of licenses and permits) in connection with hazardous material including but not limited to the use, disturbance, or disposal of such material.

(End of Clause)

#### DEA-PH.0004 Key Personnel Positions (JUL 2008)

The Contractor shall select qualified personnel for the designated key personnel positions set forth in this contract. Key personnel are considered essential to the work being performed. Individuals proposed and accepted as key personnel under this contract shall remain dedicated to the contract for the entire period of performance. The following positions are designated as key personnel for the purpose of this contract:

**Name:** (1 FTE) **Position Title:** Project Manager\*

**Name:** (3 FTEs) **Position Title:** Senior INFOSEC Engineer\*

**Name:** (2 FTEs) **Position Title:** Database Administrator/Developer\*

**Name:** [Name 4] **Position Title:** [Title 4]

(use "\*" after the position title to designate positions not subject to the Service Contract Act)

During the period of performance of the contract, key personnel positions may become vacant. Because these key positions significantly affect contract risk and performance, the contractor shall take all reasonable and necessary measures to mitigate any impact on

contract performance and minimize the period that these positions are vacant. When a key personnel position is vacated for any reason, the contractor shall notify the COTR, in writing, at least five (5) calendar days in advance (when possible) and provide a risk mitigation statement & replacement strategy for the position. In all cases, contractor requests for replacement of key personnel shall be submitted, to the COTR, in writing and contractor shall provide weekly status reports on efforts to fill the position until the vacancy is reoccupied by a qualified, DEA-cleared individual.

Nomination of qualified key personnel: It is understood that all replacement candidates for a key personnel position shall have equivalent or better academic training, licenses, experience, practical skills, knowledge and expertise than the individual they are being nominated to replace. The contractor shall submit a resume and equivalency statement to the COTR when nominating a candidate for a key personnel position. The Government reserves the right to 'reject' candidates for key personnel positions that do not meet or exceed the credentials of the original individual proposed and selected for the position. All proposed individual(s) nominated by the contractor to fill key personnel position(s) shall be approved by the COTR and be "DEA-cleared ready for duty" prior to those individual(s) charging time against the contract key personnel position. The Government shall not be liable for any time worked/billed for any unfilled key personnel position prior to the COTR declaring the key personnel position filled. Failure by a contractor to fill a key personnel vacancy is subject to government action and may be cause for contract termination.

The Government reserves the right, during the course of the contract to re-characterize a position by removing the "key" designation. All work thereafter is no longer subject to the conditions set by this provision. Additional key personnel positions, if required after award, will be added by bilateral modification to the contract.

(End of Clause)

#### DEA-PH.0005 Use of Government Facilities (JUL 2008)

The Government will provide office space. Such office space will include heat, light, ventilation, and electric current, at no cost to the Contractor. The Government, at no expense to the contractor, will provide telephones and computers in the office to the Contractor. DEA does not guarantee internet access at specific workstations.

(End of Clause)

#### DEA-PH.0006 Mandatory Use of Seat Belts (MAR 1998)

Pursuant to Executive Order 13043, dated April 17, 1997, and the Department of Justice Policy on Seat Belt Use, dated March 19, 1998, Contractors, subcontractors, and their employees are required to use seat belts when operating company-owned, rented, personally owned, or authorized Government Owned vehicles when such vehicles are used in connection with performance under this contract.

Contractors and subcontractors are encouraged to adopt and enforce, as a company-wide operational standard, the use of on-the-job seat belt policies and programs for their employees when operating company-owned, rented, or personally owned vehicles.

(End of Clause)

#### DEA-PH.0007 Exclusion from Future Government Contracts (OCT 2001)

(a) Work under this contract may provide the Contractor with access to advance information about future Government procurements. This information is not generally available to other persons or firms. In addition, the work may involve the definition of requirements for, or the preparation of specifications for, various systems, equipment, hardware, and/or software. Without the restrictions specified in paragraph (b) below, the Contractor's objectivity in performing the work may be impaired by its other business activities, the nature of the work to be performed may result in an unfair competitive advantage to the Contractor in future Government procurements, or the Contractor's ability to perform work required under future Government contracts in an objective manner may be impaired by its performance of work under this contract.

(b) In order to prevent a potential bias, unfair competitive advantage, or other potential conflict of interest, the Contractor shall be subject to the following restrictions:

(1) The Contractor shall be excluded from competition for, or award of, any Government contracts as to which, in the course of performance of this contract, the Contractor has received advance procurement information before such information has been made generally available to other persons or firms.

(2) The Contractor shall be excluded from competition for, or award of, any Government contract for which the Contractor actually assists in the development of the Request for Quotation, Specifications or Statement of Work.

(3) The Contractor shall be excluded from competition for, or award of, any Government contract that calls for the evaluation of system requirements, system definitions, or other products developed by the Contractor under this contract.

(4) The Contractor shall be excluded from competition for, or award of, any Government contract that calls for the construction or fabrication of any system, equipment, hardware, and/or software for which the Contractor participated in the systems engineering and technical direction for the system, including but not limited to the development of requirements or definitions pursuant to this contract.

(c) This clause shall not exclude the Contractor from performing work under any amendment or modification to this contract or from

competing for an award for any future contract for work that is the same or similar to work performed under this contract.

(d) The term "Contractor" as used in this clause includes any person, firm or corporation that has a majority or controlling interest in the Contractor or in any parent corporation thereof, and any person, firm or corporation that has a majority or controlling interest in the Contractor, and those of any corporation in which the Contractor (or any parent or subsidiary corporation thereof) has a majority or controlling interest.

(e) The exclusions contained in paragraph (b)(1) through (b)(4) of this provision shall apply for the duration of this contract and for three (3) years after completion and acceptance of all work performed hereunder. The Government may, at its sole discretion and with proper legal and management approval, waive any provisions of this clause if deemed in the best interest of the Government.

(End of Clause)

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DEA-PH.0008 Government / Contractor Relationship (JUL 2008)

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The Government and the Contractor understand and agree that the support services to be delivered under this contract by the Contractor are non-personal services; and the parties recognize and agree that no employer/employee relationships exists or will exist under the contract between the Government and the Contractor and/or between the Government and the Contractor's employees. It is, therefore, in the best interest of the Government to afford the parties a full and complete understanding of their respective obligations.

Under the terms of the contract, Contractor personnel shall not:

- a. Be placed in a position where they are directly appointed to their position as a Contractor by a Federal employee, or are under the supervision, direction or evaluation of a Federal employee.
- b. Be placed in a policy-making position.
- c. Be placed in a position of supervision, direction or evaluation over Government personnel, or in a position of supervision or direction of personnel of other Contractors, or become an integral part of a Government organization.

Government personnel shall not supervise or otherwise be placed in a position to supervise Contractor personnel.

The services to be performed under this contract do not require the Contractor or its employees to exercise personal judgment and discretion on behalf of the Government.

Rules, regulations, directions and requirements that are issued by the Government are applicable to all personnel who enter a Government installation. This is not to be construed or interpreted to establish any degree of Government control that is inconsistent with a non-personal services contract.

(End of Clause)

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DEA-PH.0010 Applicable Wage Determination (JUL 2008)

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The attached Wage Determination No. 2005-2103, Revision No. 8, dated 05/26/2009, specifies the minimum hourly rate of wages that shall be paid and all fringe benefits required for each labor category. The rate has been determined by the Secretary of Labor in accordance with the provisions of the Service Contract Act of 1965, amended (July 2005). If the wage determination is not available at the time of award, upon receipt, the Contracting Officer will incorporate it by modification. See Section J, Exhibit 8

(End of Clause)

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DEA-PH.0011 Permits and Licenses (JUL 2008)

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The Contractor shall, at his/her own expense, obtain and maintain in effect all the necessary permits and licenses required by Federal, State and/or Local Government, or subdivisions thereof, or of any other duly constituted public authority required for the performance of work under this contract. Further, the Contractor shall obey and abide by all the applicable laws and ordinances.

(End of Clause)

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DEA-PH.0012 Conflicts of Interest (JUL 2008)

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The Contractor warrants that, to the best of its knowledge and belief, and except as otherwise set forth in this contract, the Contractor does not have any organizational, personal or legal conflicts of interest as defined below:

The term "organizational conflict of interest" means a situation where a Contractor has interests, either due to its other activities or its relationships with other organizations, which places it in a position that may be unsatisfactory or unfavorable (i) from the Government's standpoint in being able to secure impartial, technically sound, objective assistance and advice from the Contractor, or in securing the advantages of adequate competition in its procurement; or (ii) from industry's standpoint in that unfair competitive advantages may accrue to the Contractor in question.

Legal conflicts of interest may arise when the Contractor is involved in a similar project matter for other entities including other parties.

Personal conflicts of interest can arise when proposed staff has previously worked for the opposing party (even in a non-related job) or if the staff proposed has a financial interest in the opposing party's business.

The Contractor agrees that, if after award the Contractor discovers an organizational, legal or personal conflict of interest with respect to this contract, the Contractor shall make an immediate and full disclosure in writing to the Contracting Officer. The disclosure shall include a description of the action the Contractor has taken or proposes to take to avoid, eliminate or neutralize the conflict. The Government may, however, terminate the contract for the convenience of the Government if it would be in the best interests of the Government.

In the event that the Contractor was aware of an organizational, legal or personal conflict of interest prior to the award of this contract and intentionally did not disclose the conflict to the Contracting Officer, the Government may terminate the contract at no cost to the Government.

The general rules at FAR 9.505 are also incorporated by reference.

(End of Clause)

#### DEA-PH.0013 Approval Required for Advertising and Media Releases (JUL 2008)

The Contractor shall not refer to this award in any public or private advertising without the prior written approval of the Contracting Officer. Media communication releases pertaining to any aspect of the award or performance thereunder shall not be made without the prior written approval of the Contracting Officer.

(End of Clause)

#### JAR-PGD-08-04A Security of Systems and Data, Including Personally Identifiable Data

##### a. Systems Security

The work to be performed under this contract requires the handling of data that originated within the Department, data that the contractor manages or acquires for the Department, and/or data that is acquired in order to perform the contract and concerns Department programs or personnel.

For all systems handling such data, the contractor shall comply with all security requirements applicable to Department of Justice systems, including but not limited to all Executive Branch system security requirements (e.g., requirements imposed by OMB and NIST), DOJ IT Security Standards, and DOJ Order 2640.2E. The contractor shall provide DOJ access to and information regarding the contractor's systems when requested by the Department in connection with its efforts to ensure compliance with all such security requirements, and shall otherwise cooperate with the Department in such efforts. DOJ access shall include independent validation testing of controls, system penetration testing by DOJ, FISMA data reviews, and access by the DOJ Office of the Inspector General for its reviews.

The use of contractor-owned laptops or other media storage devices to process or store data covered by this clause is prohibited until the contractor provides a letter to the contracting officer (CO) certifying the following requirements:

1. Laptops must employ encryption using a NIST Federal Information Processing Standard (FIPS) 140-2 approved product;
2. The contractor must develop and implement a process to ensure that security and other applications software is kept up-to-date;
3. Mobile computing devices will utilize anti-viral software and a host-based firewall mechanism;
4. The contractor shall log all computer-readable data extracts from databases holding sensitive information and verify each extract including sensitive data has been erased within 90 days or its use is still required. All DOJ information is sensitive information unless designated as non-sensitive by the Department;
5. Contractor-owned removable media, such as removable hard drives, flash drives, CDs, and floppy disks, containing DOJ data, shall not be removed from DOJ facilities unless encrypted using a NIST FIPS 140-2 approved product;
6. When no longer needed, all removable media and laptop hard drives shall be processed (sanitized, degaussed, or destroyed) in accordance with security requirements applicable to DOJ;
7. Contracting firms shall keep an accurate inventory of devices used on DOJ contracts;
8. Rules of behavior must be signed by users. These rules shall address at a minimum: authorized and official use; prohibition against unauthorized users; and protection of sensitive data and personally identifiable information;
9. All DOJ data will be removed from contractor-owned laptops upon termination of contractor work. This removal must be accomplished in accordance with DOJ IT Security Standard requirements. Certification of data removal will be performed by the contractor's project manager and a letter confirming certification will be delivered to the CO within 15 days of termination of contractor work;

##### b. Data Security

By acceptance of, or performance on, this contract, the contractor agrees that with respect to the data identified in paragraph a, in the event of any actual or suspected breach of such data (i.e., loss of control, compromise, unauthorized disclosure, access for an unau-

thorized purpose, or other unauthorized access, whether physical or electronic), the contractor will immediately (and in no event later than within one hour of discovery) report the breach to the DOJ CO and the contracting officer's technical representative (COTR).

If the data breach occurs outside of regular business hours and/or neither the CO nor the COTR can be reached, the contractor shall call the DOJ Computer Emergency Readiness Team (DOJCERT) at 1-866-US4-CERT (1-866-874-2378) within one hour of discovery of the breach. The contractor shall also notify the CO as soon as possible during regular business hours.

**c. Personally Identifiable Information Notification Requirement**

The contractor further certifies that it has a security policy in place that contains procedures to promptly notify any individual whose personally identifiable information (as defined by OMB) was, or is reasonably believed to have been, breached. Any notification shall be coordinated with the Department, and shall not proceed until the Department has made a determination that notification would not impede a law enforcement investigation or jeopardize national security. The method and content of any notification by the contractor shall be coordinated with, and be subject to the approval of, the Department. The contractor assumes full responsibility for taking corrective action consistent with the Department's Data Breach Notification Procedures, which may include offering credit monitoring when appropriate.

**d. Pass-through of Security Requirements to Subcontractors**

The requirements set forth in Paragraphs a through c above, apply to all subcontractors who perform work in connection with this contract. For each subcontractor, the contractor must certify that it has required the subcontractor to adhere to all such requirements. Any breach by a subcontractor of any of the provisions set forth in this clause will be attributed to the contractor.

**JAR-PGD-08-04B Information Resellers or Data Brokers**

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Under this contract, the Department obtains personally identifiable information about individuals from the contractor. The contractor hereby certifies that it has a security policy in place which contains procedures to promptly notify any individual whose personally identifiable information (as defined by OMB) was, or is reasonably believed to have been, lost or acquired by an unauthorized person while the data is under the control of the contractor. In any case in which the data that was lost or improperly acquired reflects or consists of data that originated with the Department, or reflects sensitive law enforcement or national security interest in the data, the contractor shall notify the Department contracting officer so that the Department may determine whether notification would impede a law enforcement investigation or jeopardize national security. In such cases, the contractor shall not notify the individuals until it receives further instruction from the Department.

## Section I - Contract Clauses

## Clauses By Reference

**52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998)**

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this/these address(es): [www.acnet.gov/far](http://www.acnet.gov/far)

Clause	Title
52.253-1	Computer Generated Forms (Jan 1991)
52.249-6 Alt IV	Termination (Cost Reimbursement) (May 2004)- Alternate IV (Sept 1996)
52.249-14	Excusable Delays (Apr 1984)
52.246-25	Limitation of Liability--Services (Feb 1997)
52.245-9	Use and Charges (June 2007)
52.245-1	Government Property (June 2007)
52.244-6	Subcontracts for Commercial Items (Apr 2010)
52.243-3	Changes--Time-and-Material or Labor-Hours (Sept 2000)
52.242-13	Bankruptcy (July 1995)
52.239-1	Privacy or Security Safeguards (Aug 1996)
52.237-3	Continuity Of Services (Jan 1991)
52.237-2	Protection Of Government Buildings, Equipment, And Vegetation (Apr 1984)
52.233-4	Applicable Law for Breach of Contract Claim (Oct 2004)
52.233-3	Protest after Award (Aug 1996)
52.233-1	Disputes (July 2002)
52.232-9	Limitation on Withholding of Payments (Apr 1984)
52.232-33	Payment by Electronic Funds Transfer--Central Contractor Registration (Oct 2003)
52.232-25	Prompt Payment (Oct 2008)
52.232-23	Assignment Of Claims (Jan 1986)
52.232-18	Availability Of Funds (Apr 1984)
52.232-17	Interest (Oct 2008)
52.230-6	Administration of Cost Accounting Standards (Mar 2008)
52.230-3	Disclosure And Consistency Of Cost Accounting Practices (Oct 2008)



Clause	Title
52.230-2	Cost Accounting Standards (Oct 2008)
52.227-2	Notice and Assistance Regarding Patent and Copyright Infringement (Dec 2007)
52.227-17	Rights in Data-Special Works (Dec 2007)
52.227-1	Authorization and Consent (Dec 2007)
52.225-13	Restrictions on Certain Foreign Purchases (June 2008)
52.223-6	Drug Free Workplace (May 2001)
52.223-5	Pollution Prevention and Right-to-Know Information (Aug 2003)
52.223-10	Waste Reduction Program (Aug 2000)
52.222-54	Employment Eligibility Verification (Sept 2009)
52.222-50	Combating Trafficking in Persons (Feb 2009)
52.222-43	Fair Labor Standards Act and Service Contract Act - Price Adjustment (Multiple Year and Option Contracts) (Sep 2009)
52.222-41	Service Contract Act of 1965. (Nov 2007)
52.222-37	Employment Reports on Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans (Sept 2006)
52.222-36	Affirmative Action for Workers with Disabilities (June 1998)
52.222-35	Equal Opportunity for Special Disabled Veterans, Veterans of the Vietnam Era and Other Eligible Veterans (Sept 2006)
52.222-3	Convict Labor (June 2003)
52.222-26	Equal Opportunity (Mar 2007)
52.222-21	Prohibition of Segregated Facilities (Feb 1999)
52.222-1	Notice to the Government of Labor Disputes (Feb 1997)
52.219-9	Small Business Subcontracting Plan (Apr 2008)
52.219-8	Utilization of Small Business Concerns (May 2004)
52.219-16	Liquidated Damages-Subcontracting Plan (Jan 1999)
52.219-14	Limitations on Subcontracting (Dec 1996)
52.215-8	Order of Precedence--Uniform Contract Format (Oct 1997)
52.215-21	Requirements for Cost or Pricing Data or Information Other Than Cost or Pricing Data--Modifications (Oct 1997)
52.215-2	Audit and Records--Negotiation (Mar 2009)
52.215-18	Reversion or Adjustment of Plans for Postretirement Benefits (PRB) Other than Pensions (July 2005)
52.215-17	Waiver of Facilities Capital Cost of Money (Oct 1997)

Clause	Title
52.215-15	Pension Adjustments and Asset Reversions (Oct 2004)
52.215-13	Subcontractor Cost or Pricing Data--Modifications (Oct 1997)
52.215-12	Subcontractor Cost or Pricing Data (Oct 1997)
52.215-11	Price Reduction for Defective Cost or Pricing Data--Modifications (Oct 1997)
52.215-10	Price Reduction for Defective Cost or Pricing Data (Oct 1997)
52.209-6	Protecting the Government's Interest When Subcontracting With Contractors Debarred, Suspended, or Proposed for Debarment (Sept 2006)
52.204-9	Personal Identity Verification of Contractor Personnel. (Sept 2007)
52.204-7	Central Contractor Registration (Apr 2008)
52.204-4	Printed or Copied Double-Sided on Recycled Paper (Aug 2000)
52.203-8	Cancellation, Rescission, and Recovery of Funds for Illegal or Improper Activity (Jan 1997)
52.203-7	Anti-Kickback Procedures (Jul 1995)
52.203-6	Restrictions On Subcontractor Sales To The Government (Sept 2006)
52.203-5	Covenant Against Contingent Fees (Apr 1984)
52.203-3	Gratuities (Apr 1984)
52.203-12	Limitation On Payments To Influence Certain Federal Transactions (Sept 2007)
52.203-10	Price Or Fee Adjustment For Illegal Or Improper Activity (Jan 1997)
52.202-1	Definitions (July 2004)

### Clauses By Full Text

#### 52.203-14 Display of Hotline Poster(s) (Dec 2007)

(a) *Definition.*

"United States," as used in this clause, means the 50 States, the District of Columbia, and outlying areas.

(b) *Display of fraud hotline poster(s).* Except as provided in paragraph (c)--

(1) During contract performance in the United States, the Contractor shall prominently display in common work areas within business segments performing work under this contract and at contract work sites--

(i) Any agency fraud hotline poster or Department of Homeland Security (DHS) fraud hotline poster identified in paragraph (b)(3) of this clause; and

(ii) Any DHS fraud hotline poster subsequently identified by the Contracting Officer.

(2) Additionally, if the Contractor maintains a company website as a method of providing information to employees, the Contractor shall display an electronic version of the poster(s) at the website.

(3) Any required posters may be obtained as follows:

Poster(s)	Obtain from

(Contracting Officer shall insert- (i) Appropriate agency name(s) and/or title of applicable Department of Homeland Security fraud hotline poster); and

(ii) The website(s) or other contact information for obtaining the poster(s).)

(c) If the Contractor has implemented a business ethics and conduct awareness program, including a reporting mechanism, such as a hotline poster, then the Contractor need not display any agency fraud hotline posters as required in paragraph (b) of this clause, other than any required DHS posters.

(d) *Subcontracts.* The Contractor shall include the substance of this clause, including this paragraph (d), in all subcontracts that exceed \$5,000,000, except when the subcontract--

(1) Is for the acquisition of a commercial item; or

(2) Is performed entirely outside the United States.

(End of clause)

#### 52.209-8 Updates Of Information Regarding Responsibility Matters (Apr 2010)

(a) The Contractor shall update the information in the Federal Awardee Performance and Integrity Information System (FAPIS) on a semi-annual basis, throughout the life of the contract, by entering the required information in the Central Contractor Registration database at <http://www.ccr.gov> (see 52.204-7).

(b)(1) The Contractor will receive notification when the Government posts new information to the Contractor's record.

(2) The Contractor will have an opportunity to post comments regarding information that has been posted by the Government. The comments will be retained as long as the associated information is retained, i.e., for a total period of 6 years. Contractor comments will remain a part of the record unless the Contractor revises them.

(3) With the exception of the Contractor, only Government personnel and authorized users performing business on behalf of the Government will be able to view the Contractor's record in the system. Public requests for system information will be handled under Freedom of Information Act procedures, including, where appropriate, procedures promulgated under E.O. 12600.

(End of clause)

#### 52.215-19 Notification of Ownership Changes (Oct 1997)

(a) The Contractor shall make the following notifications in writing:

(1) When the Contractor becomes aware that a change in its ownership has occurred, or is certain to occur, that could result in changes in the valuation of its capitalized assets in the accounting records, the Contractor shall notify the Administrative Contracting Officer (ACO) within 30 days.

(2) The Contractor shall also notify the ACO within 30 days whenever changes to asset valuations or any other cost changes have occurred or are certain to occur as a result of a change in ownership.

(b) The Contractor shall--

(1) Maintain current, accurate, and complete inventory records of assets and their costs;

(2) Provide the ACO or designated representative ready access to the records upon request;

(3) Ensure that all individual and grouped assets, their capitalized values, accumulated depreciation or amortization, and remaining useful lives are identified accurately before and after each of the Contractor's ownership changes; and

(4) Retain and continue to maintain depreciation and amortization schedules based on the asset records maintained before each Contractor ownership change.

(c) The Contractor shall include the substance of this clause in all subcontracts under this contract that meet the applicability requirement of FAR 15.408(k).

(End of clause)

#### 52.217-8 Option to Extend Services (Nov 1999)

The Government may require continued performance of any services within the limits and at the rates specified in the contract. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 6 months. The Contracting Officer may exercise the option by written notice to the Contractor within 30 days.

(End of clause)

52.217-9 Option to Extend the Term of the Contract (Mar 2000)

(a) The Government may extend the term of this contract by written notice to the Contractor within 60 days; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least \_\_\_\_\_ days [60 days unless a different number of days is inserted] before the contract expires. The preliminary notice does not commit the Government to an extension.

(b) If the Government exercises this option, the extended contract shall be considered to include this option clause.

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed 66 months.

(End of clause)

52.219-28 Post-Award Small Business Program Rerepresentation (Apr 2009)

(a) *Definitions.* As used in this clause --

*Long-term contract* means a contract of more than five years in duration, including options. However, the term does not include contracts that exceed five years in duration because the period of performance has been extended for a cumulative period not to exceed six months under the clause at 52.217-8, Option to Extend Services, or other appropriate authority.

*Small business concern* means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding on Government contracts, and qualified as a small business under the criteria in 13 CFR part 121 and the size standard in paragraph (c) of this clause. Such a concern is "not dominant in its field of operation" when it does not exercise a controlling or major influence on a national basis in a kind of business activity in which a number of business concerns are primarily engaged. In determining whether dominance exists, consideration shall be given to all appropriate factors, including volume of business, number of employees, financial resources, competitive status or position, ownership or control of materials, processes, patents, license agreements, facilities, sales territory, and nature of business activity.

(b) If the Contractor represented that it was a small business concern prior to award of this contract, the Contractor shall rerepresent its size status according to paragraph (c) of this clause or, if applicable, paragraph (g) of this clause, upon the occurrence of any of the following:

(1) Within 30 days after execution of a novation agreement or within 30 days after modification of the contract to include this clause, if the novation agreement was executed prior to inclusion of this clause in the contract.

(2) Within 30 days after a merger or acquisition that does not require a novation or within 30 days after modification of the contract to include this clause, if the merger or acquisition occurred prior to inclusion of this clause in the contract.

(3) For long-term contracts--

(i) Within 60 to 120 days prior to the end of the fifth year of the contract; and

(ii) Within 60 to 120 days prior to the date specified in the contract for exercising any option thereafter.

(c) The Contractor shall rerepresent its size status in accordance with the size standard in effect at the time of this rerepresentation that corresponds to the North American Industry Classification System (NAICS) code assigned to this contract. The small business size standard corresponding to this NAICS code can be found at <http://www.sba.gov/services/contractingopportunities/sizestandardsttopics/>.

(d) The small business size standard for a Contractor providing a product which it does not manufacture itself, for a contract other than a construction or service contract, is 500 employees.

(e) Except as provided in paragraph (g) of this clause, the Contractor shall make the rerepresentation required by paragraph (b) of this clause by validating or updating all its representations in the Online Representations and Certifications Application and its data in the Central Contractor Registration, as necessary, to ensure that they reflect the Contractor's current status. The Contractor shall notify the contracting office in writing within the timeframes specified in paragraph (b) of this clause that the data have been validated or updated, and provide the date of the validation or update.

(f) If the Contractor represented that it was other than a small business concern prior to award of this contract, the Contractor may, but is not required to, take the actions required by paragraphs (e) or (g) of this clause.

(g) If the Contractor does not have representations and certifications in ORCA, or does not have a representation in ORCA for the NAICS code applicable to this contract, the Contractor is required to complete the following rerepresentation and submit it to the contracting office, along with the contract number and the date on which the rerepresentation was completed:

The Contractor represents that it \_\_\_ is, \_\_\_ is not a small business concern under NAICS Code \_\_\_\_\_ assigned to contract number \_\_\_\_\_.

\_\_\_\_\_  
[Contractor to sign and date and insert authorized signer's name and title].

(End of clause)

52.222-39 Notification of Employee Rights Concerning Payment of Union Dues or Fees (Dec 2004)

(a) *Definition.* As used in this clause--

"United States" means the 50 States, the District of Columbia, Puerto Rico, the Northern Mariana Islands, American Samoa, Guam, the U.S. Virgin Islands, and Wake Island.

(b) Except as provided in paragraph (e) of this clause, during the term of this contract, the Contractor shall post a notice, in the form of a poster, informing employees of their rights concerning union membership and payment of union dues and fees, in conspicuous places in and about all its plants and offices, including all places where notices to employees are customarily posted. The notice shall include the following information (except that the information pertaining to National Labor Relations Board shall not be included in notices posted in the plants or offices of carriers subject to the Railway Labor Act, as amended (45 U.S.C. 151-188)).

**Notice to Employees--**

Under Federal law, employees cannot be required to join a union or maintain membership in a union in order to retain their jobs. Under certain conditions, the law permits a union and an employer to enter into a union-security agreement requiring employees to pay uniform periodic dues and initiation fees. However, employees who are not union members can object to the use of their payments for certain purposes and can only be required to pay their share of union costs relating to collective bargaining, contract administration, and grievance adjustment.

If you do not want to pay that portion of dues or fees used to support activities not related to collective bargaining, contract administration, or grievance adjustment, you are entitled to an appropriate reduction in your payment. If you believe that you have been required to pay dues or fees used in part to support activities not related to collective bargaining, contract administration, or grievance adjustment, you may be entitled to a refund and to an appropriate reduction in future payments.

For further information concerning your rights, you may wish to contact the National Labor Relations Board (NLRB) either at one of its Regional offices or at the following address or toll free number:

National Labor Relations Board

Division of Information

1099 14th Street, N.W.

Washington, DC 20570

1-866-667-6572

1-866-316-6572 (TTY)

To locate the nearest NLRB office, see NLRB's website at <http://www.nlr.gov>.

(c) The Contractor shall comply with all provisions of Executive Order 13201 of February 17, 2001, and related implementing regulations at 29 CFR Part 470, and orders of the Secretary of Labor.

(d) In the event that the Contractor does not comply with any of the requirements set forth in paragraphs (b), (c), or (g), the Secretary may direct that this contract be cancelled, terminated, or suspended in whole or in part, and declare the Contractor ineligible for further Government contracts in accordance with procedures at 29 CFR Part 470, Subpart B Compliance Evaluations, Complaint Investigations and Enforcement Procedures. Such other sanctions or remedies may be imposed as are provided by 29 CFR Part 470, which implements Executive Order 13201, or as are otherwise provided by law.

(e) The requirement to post the employee notice in paragraph (b) does not apply to:

- (1) Contractors and subcontractors that employ fewer than 15 persons;
  - (2) Contractor establishments or construction work sites where no union has been formally recognized by the Contractor or certified as the exclusive bargaining representative of the Contractor's employees;
  - (3) Contractor establishments or construction work sites located in a jurisdiction named in the definition of the United States in which the law of that jurisdiction forbids enforcement of union-security agreements;
  - (4) Contractor facilities where upon the written request of the Contractor, the Department of Labor Deputy Assistant Secretary for Labor-Management Programs has waived the posting requirements with respect to any of the Contractor's facilities if the Deputy Assistant Secretary finds that the Contractor has demonstrated that -
    - (i) The facility is in all respects separate and distinct from activities of the Contractor related to the performance of a contract; and
    - (ii) Such a waiver will not interfere with or impede the effectuation of the Executive order; or
  - (5) Work outside the United States that does not involve the recruitment or employment of workers within the United States.
- (f) The Department of Labor publishes the official employee notice in two variations; one for contractors covered by the Railway Labor Act and a second for all other contractors. The Contractor shall--

(1) Obtain the required employee notice poster from the Division of Interpretations and Standards, Office of Labor-Management Standards, U.S. Department of Labor, 200 Constitution Avenue, NW, Room N-5605, Washington, DC 20210, or from any field office of the Department's Office of Labor-Management Standards or Office of Federal Contract Compliance Programs;

(2) Download a copy of the poster from the Office of Labor-Management Standards website at <http://www.olms.dol.gov>; or

(3) Reproduce and use exact duplicate copies of the Department of Labor's official poster.

(g) The Contractor shall include the substance of this clause in every subcontract or purchase order that exceeds the simplified acquisition threshold, entered into in connection with this contract, unless exempted by the Department of Labor Deputy Assistant Secretary



for Labor-Management Programs on account of special circumstances in the national interest under authority of 29 CFR 470.3(c). For indefinite quantity subcontracts, the Contractor shall include the substance of this clause if the value of orders in any calendar year of the subcontract is expected to exceed the simplified acquisition threshold. Pursuant to 29 CFR Part 470, Subpart B- Compliance Evaluations, Complaint Investigations and Enforcement Procedures, the Secretary of Labor may direct the Contractor to take such action in the enforcement of these regulations, including the imposition of sanctions for noncompliance with respect to any such subcontract or purchase order. If the Contractor becomes involved in litigation with a subcontractor or vendor, or is threatened with such involvement, as a result of such direction, the Contractor may request the United States, through the Secretary of Labor, to enter into such litigation to protect the interests of the United States.

(End of clause)

#### 52.232-7 Alt I Payments under Time-and-Materials and Labor-Hour Contracts (Feb 2007)- Alternate I (Feb 2007)

The Government will pay the Contractor as follows upon the submission of vouchers approved by the Contracting Officer or the authorized representative:

(a) *Hourly rate.* (1) *Hourly rate* means the rate(s) prescribed in the contract for payment for labor that meets the labor category qualifications of a labor category specified in the contract that are--

- (i) Performed by the Contractor;
- (ii) Performed by the subcontractor; or
- (iii) Transferred between divisions, subsidiaries, or affiliates of the Contractor under a common control.

(2) The amounts shall be computed by multiplying the appropriate hourly rates prescribed in the Schedule by the number of direct labor hours performed.

(3) The hourly rates shall be paid for all labor performed on the contract that meets the labor qualifications specified in the contract. Labor hours incurred to perform tasks for which labor qualifications were specified in the contract will not be paid to the extent work is performed by employees that do not meet the qualifications specified in the contract, unless specifically authorized by the Contracting Officer.

(4) The hourly rates shall include wages, indirect costs, general and administrative expense, and profit. Fractional parts of an hour shall be payable on a prorated basis.

(5) Vouchers may be submitted once a month (or at more frequent intervals, if approved by the Contracting Officer), to the Contracting Officer or authorized representative. The Contracting Officer shall substantiate vouchers (including schedule) by evidence of actual payment and by--

- (i) Individual daily job timekeeping records;
- (ii) Records that verify the employees meet the qualifications for the labor categories specified in the contract; or
- (iii) Other substantiation approved by the Contracting Officer.

(6) Promptly after receipt of each substantiated voucher, the Government shall, except as otherwise provided in this contract, and subject to the terms of paragraph (e) of this clause, pay the voucher as approved by the Contracting Officer or authorized representative.

(7) Unless otherwise prescribed in the Schedule, the Contracting Officer may unilaterally issue a contract modification requiring the Contractor to withhold amounts from its billings until a reserve is set aside in an amount that the Contracting Officer considers necessary to protect the Government's interests. The Contracting Officer may require a withhold of 5 percent of the amounts due under paragraph (a) of this clause, but the total amount withheld for the contract shall not exceed \$50,000. The amounts withheld shall be retained until the Contractor executes and delivers the release required by paragraph (f) of this clause.

(8) Unless the Schedule prescribes otherwise, the hourly rates in the Schedule shall not be varied by virtue of the Contractor having performed work on an overtime basis. If no overtime rates are provided in the Schedule and overtime work is approved in advance by the Contracting Officer, overtime rates shall be negotiated. Failure to agree upon these overtime rates shall be treated as a dispute under the Disputes clause of this contract. If the Schedule provides rates for overtime, the premium portion of those rates will be reimbursable only to the extent the overtime is approved by the Contracting Officer.

(b) *Materials.* (1) or the purpose of this clause--

(i) *Direct Materials* means those materials that enter directly into the end product, or that are used or consumed directly in connection with the furnishing of the end product.

(ii) *Materials means--*

(A) Direct materials, including supplies transferred between divisions, subsidiaries, or affiliates of the Contractor under a common control;

(B) Subcontracts for supplies and incidental services for which there is not a labor category specified in the contract;

(C) Other direct cost (e.g., incidental services for which there is not a labor category specified in the contract, travel, computer usage charges, etc.); and

(D) Applicable indirect costs.

(2) If the Contractor furnishes its own materials that meet the definition of a commercial item at 2.101, the price to be paid for such

materials shall not exceed the Contractor's established catalog or market price, adjusted to reflect the--

- (i) Quantities being acquired; and
  - (ii) Actual cost of any modifications necessary because of contract requirements.
- (3) Except as provided for in paragraph (b)(2) of this clause, the Government will reimburse the Contractor for allowable cost of materials provided the Contractor--
- (i) Has made payments for materials in accordance with the terms and conditions of the agreement or invoice; or
  - (ii) Ordinarily makes these payments within 30 days of the submission of the Contractor's payment request to the Government and such payment is in accordance with the terms and conditions of the agreement or invoice.
- (4) Payment for materials is subject to the Allowable Cost and Payment clause of this contract. The Contracting Officer will determine allowable costs of materials in accordance with Subpart 31.2 of the Federal Acquisition Regulation (FAR) in effect on the date of this contract.
- (5) The Contractor may include allocable indirect costs and other direct costs to the extent they are--
- (i) Comprised only of costs that are clearly excluded from the hourly rate;
  - (ii) Allocated in accordance with the Contractor's written or established accounting practices; and
  - (iii) Indirect costs are not applied to subcontracts that are paid at the hourly rates.
- (6) To the extent able, the Contractor shall--
- (i) Obtain materials at the most advantageous prices available with regard to securing prompt delivery of satisfactory materials; and
  - (ii) Take all cash and trade discounts, rebates, allowances, credits, salvage, commissions, and other benefits. When unable to take advantage of the benefits, the Contractor shall promptly notify the Contracting Officer and give the reasons. The Contractor shall give credit to the Government for cash and trade discounts, rebates, scrap, commissions, and other amounts that have accrued to the benefit of the Contractor, or would have accrued except for the fault or neglect of the Contractor. The Contractor shall not deduct from gross costs the benefits lost without fault or neglect on the part of the Contractor, or lost through fault of the Government.
- (7) Except as provided for in 31.205-26(e) and (f), the Government will not pay profit or fee to the prime Contractor on materials.
- (c) If the Contractor enters into any subcontract that requires consent under the clause at 52.244-2, Subcontracts, without obtaining such consent, the Government is not required to reimburse the Contractor for any costs incurred under the subcontract prior to the date the Contractor obtains the required consent. Any reimbursement of subcontract costs incurred prior to the date the consent was obtained shall be at the sole discretion of the Government.
- (d) *Total cost.* It is estimated that the total cost to the Government for the performance of this contract shall not exceed the ceiling price set forth in the Schedule, and the Contractor agrees to use its best efforts to perform the work specified in the Schedule and all obligations under this contract within such ceiling price. If at any time the Contractor has reason to believe that the hourly rate payments and material costs that will accrue in performing this contract in the next succeeding 30 days, if added to all other payments and costs previously accrued, will exceed 85 percent of the ceiling price in the Schedule, the Contractor shall notify the Contracting Officer giving a revised estimate of the total price to the Government for performing this contract with supporting reasons and documentation. If at any time during performing this contract, the Contractor has reason to believe that the total price to the Government for performing this contract will be substantially greater or less than the then stated ceiling price, the Contractor shall so notify the Contracting Officer, giving a revised estimate of the total price for performing this contract, with supporting reasons and documentation. If at any time during performing this contract, the Government has reason to believe that the work to be required in performing this contract will be substantially greater or less than the stated ceiling price, the Contracting Officer will so advise the Contractor, giving the then revised estimate of the total amount of effort to be required under the contract.
- (e) *Ceiling price.* The Government will not be obligated to pay the Contractor any amount in excess of the ceiling price in the Schedule, and the Contractor shall not be obligated to continue performance if to do so would exceed the ceiling price set forth in the Schedule, unless and until the Contracting Officer shall have notified the Contractor in writing that the ceiling price has been increased and specifies in the notice a revised ceiling that shall constitute the ceiling price for performance under this contract. When and to the extent that the ceiling price set forth in the Schedule has been increased, any hours expended and material costs incurred by the Contractor in excess of the ceiling price before the increase shall be allowable to the same extent as if the hours expended and material costs had been incurred after the increase in the ceiling price.
- (f) *Audit.* At any time before final payment under this contract the Contracting Officer may request audit of the vouchers and supporting documentation. Each payment previously made shall be subject to reduction to the extent of amounts, on preceding vouchers, that are found by the Contracting Officer or authorized representative not to have been properly payable and shall also be subject to reduction for overpayments or to increase for underpayments. Upon receipt and approval of the voucher designated by the Contractor as the "completion voucher" and supporting documentation, and upon compliance by the Contractor with all terms of this contract (including, without limitation, terms relating to patents and the terms of (f) and (g) of this clause), the Government shall promptly pay any balance due the Contractor. The completion voucher, and supporting documentation, shall be submitted by the Contractor as promptly as practicable following completion of the work under this contract, but in no event later than 1 year (or such longer period as the Contracting Officer may approve in writing) from the date of completion.
- (g) *Assignment and Release of Claims.* The Contractor, and each assignee under an assignment entered into under this contract and in effect at the time of final payment under this contract, shall execute and deliver, at the time of and as a condition precedent to final payment under this contract, a release discharging the Government, its officers, agents, and employees of and from all liabilities, ob-



ligations, and claims arising out of or under this contract, subject only to the following exceptions:

(1) Specified claims in stated amounts, or in estimated amounts if the amounts are not susceptible of exact statement by the Contractor.

(2) Claims, together with reasonable incidental expenses, based upon the liabilities of the Contractor to third parties arising out of performing this contract, that are not known to the Contractor on the date of the execution of the release, and of which the Contractor gives notice in writing to the Contracting Officer not more than 6 years after the date of the release or the date of any notice to the Contractor that the Government is prepared to make final payment, whichever is earlier.

(3) Claims for reimbursement of costs (other than expenses of the Contractor by reason of its indemnification of the Government against patent liability), including reasonable incidental expenses, incurred by the Contractor under the terms of this contract relating to patents.

(h) *Interim payments on contracts for other than services.* (1) Interim payments made prior to the final payment under the contract are contract financing payments. Contract financing payments are not subject to the interest penalty provisions of the Prompt Payment Act.

(2) The designated payment office will make interim payments for contract financing on the 30th day after the designated billing office receives a proper payment request. In the event that the Government requires an audit or other review of a specific payment request to ensure compliance with the terms and conditions of the contract, the designated payment office is not compelled to make payment by the specified due date.

(i) *Interim payments on contracts for services.* For interim payments made prior to the final payment under this contract, the Government will make payment in accordance with the Prompt Payment Act (31 U.S.C 3903) and prompt payment regulations at 5 CFR part 1315.

(j) The terms of this clause that govern reimbursement for materials furnished are considered to have been deleted.

(End of clause)

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# **EXHIBIT 1**

## **DRUG ENFORCEMENT ADMINISTRATION**

### ***Statement of Work***

### **Information Security (INFOSEC) Support**



**Office of Security Programs  
Information Security Section**

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## **1.0 Introduction**

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The mission of the Drug Enforcement Administration (DEA) is to enforce the controlled substances laws and regulations and to bring to the criminal and civil justice systems those organizations involved in the growing, manufacture, or distribution of controlled substances appearing in or destined for illicit traffic in the United States. To meet this mission, employees rely on the use of information technology resources to support enforcement, intelligence, diversion, financial, and administrative operations. As a result, implementing an effective information security governance and oversight program is essential for protecting the confidentiality, availability, and integrity of the organization's mission critical information. Further, these programs must be aligned with strategic business objectives to ensure they do not impact the organization's efforts or abilities to affect its global mission.

### **1.1 Project Background**

The current DEA information technology enterprise architecture consists of classified, sensitive but unclassified general support systems that host custom developed and commercially available major and minor integrated applications, and special purpose systems. In most cases, these networks are localized to specific geographic areas or offices. The exceptions are the primary classified and sensitive but unclassified networks that span the globe and form the enterprise wide area network.

The classified network is located in most major DEA offices and is primarily used by special agents and intelligence analysts for transmission of, and access to, classified investigative and intelligence information. The sensitive but unclassified network is located in most DEA offices and is primarily used by employees to access word processing, spreadsheet, presentation, and email applications, and network resources such as web-based applications, portals, shares, and files. Accessible through the sensitive but unclassified network is the mainframe database management system and its related subsystems that are used by employees to access critical enforcement, intelligence, diversion, personnel, and security resources.

The Information Security Section, Office of Security Programs' mission is to protect the confidentiality, availability, and integrity of all classified and sensitive but unclassified information technology resources and information. The Information Security Section provides information security oversight and support to information technology program management offices and operational program areas by performing five complementary functions: (1)

Information Security Program Management; (2) Information Assurance; (3) Communications Security (COMSEC); (4) Information Security Governance; and (5) Incident Management.

The Information Security Program Management portion of DEA's information security program is a specialized area within the Information Security Section that is primarily focused on external compliance requirements. The primary activities supported by this program area are management support, audit and liaison support, documentation review, tool evaluation, Department of Justice Security Assessment and Management Tool education, and coordination between security operations and security compliance functions. Further, the Information Security Program Management team coordinates and schedules security compliance functions of all four units in a cohesive manner that supports reporting deadlines demanded by the Department of Justice and executed in accordance with FISMA legislation. The Information Security Program Management team also represents the capabilities and interests of all four unit functions to internal and external stakeholders.

The information assurance portion of DEA's information security program is responsible for preparing certification packages, providing risk management recommendations, and implementing a continuous monitoring program, which includes tracking plan of actions and milestones. This program is critical for ensuring that information technology systems' security controls are implemented correctly, operating as intended, and producing the desired outcome; and that remaining risks are properly identified to senior decision makers. Further, this program ensures that security controls are continuously monitored and reaccreditations occur periodically or whenever there is a significant change to the system or its operational environment.

The communications security portion of DEA's information security program is responsible for providing mandatory COMSEC custodian training, supporting secure communications equipment, and is the Central Office of Record for all cryptographic equipment. This program provides field offices, both domestic and foreign, with a means to communicate securely among each other as well as with other government organizations.

The information security governance portion of DEA's information security program is responsible for developing internal information security policies, providing security awareness training and education, conducting security compliance reviews, certifying open storage areas, and managing the security violations and classification management programs. This program primarily identifies and develops policies to address gaps in DEA's information security



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program. Policies are developed that reflect senior management's strategic security objectives and goals, and are aligned with the organization's strategic business objectives. New and existing policies are reinforced through comprehensive training, inspections, and security violations programs.

The incident management portion of DEA's information security program is responsible for intrusion detection system monitoring support, password compliancy, vulnerability assessments, identity management, and audit log analysis. This program also serves as the technical implementation of the organization's strategic incident response process. It is responsible for identifying and mitigating weaknesses, rapidly detecting and investigating incidents, minimizing loss and destruction of data, and quickly restoring computer operations, thereby maintaining the confidentiality, availability, and integrity of DEA's mission critical information.

## **1.2 Scope of Requirements**

The purpose of this procurement is to obtain a vendor that will provide Information Security (INFOSEC) support to the Information Security Section as described in Sections 2.0 through Sections 7.0. All tasks are assigned by the Contracting Officer's Technical Representative (COTR) or Technical Point of Contact (TPOC). TPOCs shall be assigned for each program area to monitor the execution and completion of tasks.

Program Management and Administrative Support activities shall include contract level program management, onsite project management, program overview, status reporting, progress review/project briefings, duplication of effort, cooperation with other contractors, duty hours, contingency or emergency events, technical documentation, presentations, quality control, administrative support, documentation library, official travel, portal administration, and property inventory. The tasks and deliverables are outlined in *Section 2.0, Program Management and Administrative Support*, of this statement of work.

Information Security Program Management activities shall include external and internal audit support, liaison support, coordination with Program Management Offices for security and Plan of Actions and Milestones project management, and reviewing federal legislation and guidance. These tasks and deliverables are outlined in *Section 3.0, Information Security Program Management*, of this statement of work.

Information Assurance Program activities shall include support for certification and accreditation, the security assessment and management tool, technical evaluation and assessment, and configuration management change reviews. The tasks and deliverables are outlined in *Section 4.0, Information Assurance Program*, of this statement of work.

Communication Security Program activities shall include configuration and programming, cryptographic keying material, equipment shipping and receiving, inventory inspections, and equipment maintenance and support. The tasks and deliverables are outlined in *Section 5.0, Communication Security Program*, of this statement of work.

Information Security Governance Program activities shall include the information security policy, compliance inspections, training and education, and classification management program support. The tasks and deliverables are outlined in *Section 6.0, Information Security Governance Program*, of this statement of work.

Incident Management Program activities shall include incident response support, identity management program, intrusion detection system monitoring, incident identification and handling, incident reporting, incident response investigations, vulnerability assessment, application and database development support, information technology security engineering, operations and maintenance support, hardware and software management. The tasks and deliverables are outlined in *Section 7.0, Incident Management Program*, of this statement of work.

### **1.3 References**

Providing information technology security support requires a working knowledge of federal regulations, policies, standards, procedures, guidelines, and security baselines such as those issued by Executive Orders, the Federal Information Security Management Act, Office of Management and Budget, Committee on National Security System Systems, Director of National Intelligence, National Institute of Standards and Technology Guides, Federal Information Processing Standards, Department of Justice, and DEA. Most key references identified above can be accessed through the World Wide Web. Other references can only be accessed through DEA's intranet and will be accessible to the vendor upon award of the contract. The references above are not all encompassing, but provide an overview of the regulations applicable to this

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information security contract. It should be expected that reference materials will be amended, expanded, and superseded during the contract period of performance. All Statement of Work deliverables shall be completed in compliance with the references contained in this section.

## **2.0 Program Management and Administrative Support**

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This section details requirements for providing onsite program management support, including the technical aspects, contract performance, results reporting, contract budget management, and communication with DEA employees and other contractors supporting the Information Security Section. Additionally, requirements for technical documentation, presentations, quality control and office administration are defined.

### **2.1 Contract Level Program Management**

The Contractor shall provide Program Management administration of all technical and functional activities of the contract required by this statement of work, including productivity and management methods such as quality control, configuration management, work breakdown structuring, and human resources. The initial Project Management Plan and Work Breakdown Structure and Schedules shall be submitted as part of the contract proposal.

### **2.2 Onsite Project Management**

The Contractor shall provide an onsite Project Manager for daily management of the Contractor's personnel and tasks. The Project Manager shall work closely with the COTR or TPOC to ensure all tasks in this statement of work are coordinated in a single cohesive effort. Additionally, the Project Manager shall ensure actions requiring urgent attention are assigned and executed immediately.

### **2.3 Program Overview**

The Contractor shall provide a formal program overview within the first two weeks of the contract start date. The Contractor shall present the information contained in the Project Management Plan (along with recommended changes to the original plan submitted with the contract proposal) and other information and issues pertinent to the successful completion of the contract. The Contractor shall provide an updated Project Management Plan and Work Breakdown Structure and Schedules two weeks after the formal program overview.  
(Deliverable 2.3)

### **2.4 Status Reporting**

The Contractor shall provide weekly and monthly activity and progress reports.

#### 2.4.1 Weekly Status Reports

The Contractor shall submit weekly activity and progress reports to the COTR or TPOC. Activity and progress reports shall provide brief updates of Contractor performance and summarize tasks accomplished, new tasks, tasks planned for the next weekly reporting period, challenges or problems encountered, and actions or involvement needed by the Government. (Deliverable 2.4.1)

#### 2.4.2 Monthly Status Reports

The Contractor shall provide a formal Monthly Status Report. The Monthly Status Report shall incorporate metrics sufficient in scope to permit an objective assessment of the Contractor's performance relative to work accomplished, schedules, and expenditures. The Monthly Status Report shall be accompanied by an updated Project Work Schedule and monthly invoice. The Monthly invoice shall be verified for accuracy and accompanied by employee timesheets. All cost figures and projections shall be verified for accuracy and updated for the current contract period. The Monthly Status Reports shall include, at a minimum, the following information:

- A section for technical tasks and subtasks detailing work accomplished, milestones achieved, deliverables submitted, the status of tasks, and plans for the next monthly reporting period.
- A section detailing Government action needed such as Government furnished equipment, information, or support.
- Events or circumstances (e.g. lack of sufficient Contractor personnel or resources) that may impact the Contractor's ability to meet contractual obligations.
- Other information the Contractor believes is relevant to supporting or improving the objectives and goals of the organization.
- A chart detailing planned versus actual costs for the current contract period.
- A spreadsheet of duty hours for each employee for the month and projected for the remainder of the current contract period.
- An easily updateable, all encompassing spreadsheet/list of deliverables and formal reviews (presented in accordance with the DEA format and provided at the start of the contract) required under this contract. Updates to spreadsheet/list of deliverables and formal reviews are expected to follow independently thereafter.

(Deliverable 2.4.2)

#### 2.4.3 Quarterly Personnel Reports

By the 10<sup>th</sup> of January, April, July, and October, the Contractor shall provide the following information to the Contracting Officer's Technical Representative (COTR):

- Reporting period:
- Contract company name:
- Contract, blanket purchase agreement, or task order/purchase number and purpose:
- First Report: name, social security number, job title, and reporting date of each employee assigned to perform on this contract, blanket purchase agreement, or task order/purchase order number:
- Indicate for each employee whether the work is performed at a DEA site or the Contractor's site or both.
- Subsequent Reports: name, social security number, and first work day of new employees and last work day of departing employees during the reporting period:
- Indicate for each new employee whether the work is performed at a DEA site or the Contractor's site or both.

The Contracting Officer's Technical Representative is required to provide the information to DEA's Office of Security Programs/Personnel Security Section, by the 20<sup>th</sup> of January, April, July, and October.

(Deliverable 2.4.3)

#### 2.5 Progress Reviews/Project Briefings

The Contractor shall provide formal and informal progress reviews/project briefings regarding the information security contract and project status. The first formal progress review shall occur approximately 90 calendar days after the contract effective date with quarterly informal progress reviews/project briefings being conducted thereafter. The progress reviews/project briefings shall discuss issues and recommend courses of action pertaining to tasks specified in the statement of work. The Contractor or COTR or TPOC may schedule additional formal and informal progress reviews/project briefings to discuss tasks and deliverables, address and eliminate potential issues, or for general discussions regarding the contract.

(Deliverable 2.5)

## **2.6 Minimizing Duplication of Effort**

The Contractor shall ensure duplication of effort is kept to an absolute minimum while executing tasks specified in the statement of work. Attempts shall be made to use or build upon work already completed by the Government, other contractors, or the previous incumbent. Decisions to not use or build upon work previously completed must be approved in advance by the COTR or TPOC.

## **2.7 Cooperation with Other Contractors**

There may be multiple Contractors (i.e. from more than one contract vehicle/company) contractually required to work on related or similar activities. The Contractor shall cooperate with other incumbents and focus efforts on efficiently accomplishing or meeting Government goals and objectives. This may include, but not be limited to, sharing information, cooperating and working jointly, and participating together in meetings.

## **2.8 Duty Hours**

The Contractor shall provide support during core business hours. Requests to work outside core business hours must be submitted in writing to the COTR or TPOC and will be approved on a case-by-case basis. The Contractor shall only have authorized access to facilities to provide support while a Government employee is present. The Contractor shall provide a duty roster detailing the official duty hours for each employee for review by the COTR or TPOC. It is the responsibility of the Contractor to schedule leave in advance to ensure staffing continuity at all times. Contractors shall record their arrival and departure times each day according to established procedures.

Hours of operation will be 7:00 am to 5:00 pm for most of the Contractor's staff. ISI may require incident response coverage be provided by a limited number of INFOSEC engineer and analyst positions to work 6:00 am to midnight. It is possible in the event of a contingency or emergency event coverage may be required 24/7/365 during the contract period of performance. Additionally, ISI may request occasional overtime to respond to security incidents or other unexpected security events.  
(Deliverable 2.8)

## **2.9 Official Government Vehicles**

At the request of the COTR or TPOC, the Contractor may on occasion drive an official Government vehicle to transport equipment, conduct security inspections or assessments, or provide security related tasks at office locations in the DC Metro area. All Contractors who drive Government vehicles shall have a valid driver's license.

## **2.10 Contingency or Emergency Events**

At the request of the COTR or TPOC, the Contractor shall be responsible for responding and providing additional support to sustain increased workloads in the event of a contingency or emergency event. Staffing requirements tend to increase during these events, but typically do not exceed three business weeks. However, the Contractor shall be prepared to augment staffing quantities for the duration of the contingency or emergency event. The Contractor shall be prepared to work over-time during a contingency, an emergency event, or when on official travel as requested by the COTR or TPOC.

## **2.11 Technical Documentation**

The Contractor shall develop and update technical documentation for software, hardware, and information technology systems including, but not limited to system development life cycle documentation, administrator and user guides, processes and procedures, configuration management guides, and incident investigation reports. All documentation shall undergo a quality control review to ensure it is technically and grammatically correct before being delivered to the COTR or TPOC.

(Deliverable 2.11)

### **2.11.1 Processes and Procedures**

The Contractor shall develop processes and procedures that support information security programs and initiatives. Processes and procedures shall be developed using existing internal templates and provide overviews for the information security program and detailed instructions for using and operating applications and tools. Processes and procedures shall include baselines and metrics for measuring the effectiveness and quality of the information security program. All documentation shall undergo a quality control review to ensure it is technically and grammatically correct before being delivered to the COTR or TPOC.

(Deliverable 2.11.1)



#### 2.11.2 Information Technology Contingency Plan

The Contractor shall annually review the Information Technology Contingency Plan to determine if the existing document is adequate or requires updating. The Contractor shall immediately review and update the Information Technology Contingency Plan when a significant change occurs to the information technology system or its contingency environment. The Contractor shall also update the document to address system and organizational changes or problems encountered during planning, implementation, testing, exercises, or changes in federal regulations.

(Deliverable 2.11.2)

#### 2.11.3 Information Technology System Business Case Documentation

The Contractor shall prepare Office of Management and Budget information technology system business case documentation in accordance with established internal procedures and templates. The business case documentation shall be updated quarterly unless otherwise directed by the COTR or TPOC.

(Deliverable 2.11.3)

### 2.12 Presentations

The Contractor shall prepare and deliver presentations on information security topics. Presentations may cover areas such as an overview of missions and programs, technical discussions, training and development, implementation strategies, and security incident details and statistics. All presentations shall undergo a quality control review to ensure they are technically and grammatically correct before being delivered to the COTR or TPOC.

(Deliverable 2.12)

### 2.13 Quality Control

The Contractor shall prepare and review all work products such as correspondence, memorandums, reports, policies, standards, procedures, guidelines, baselines, analysis results, technical reports, presentations, and all security related documentation for technical and grammatical correctness and adherence to approved writing styles and formatting guidelines. The Contractor shall also update and maintain Documentation Style Guides and all documentation templates. The Contractor shall ensure all documentation is developed in accordance with applicable Federal, National, OMB, NIST, DOJ, and DEA security orders,

policies, directives, standards, and guidance. All documents are considered "drafts" until finalized and approved.

#### **2.14 Administrative Support**

The Contractor shall provide administrative support including answering phones, writing, editing, and reviewing memorandums, documentation, and work related products and papers. All documentation shall be reviewed for grammatical errors and adherence to established internal writing styles and correspondence formats. Additionally, the Contractor shall be responsible for organizing, maintaining, and tracking electronic libraries and paper files containing documentation, reference materials, memorandums and other relevant and associated documentation. Files containing official correspondence and memorandums shall be maintained in accordance with internal administrative processes and procedures.

#### **2.15 Documentation Library**

The Contractor shall maintain an electronic and paper library of all official memorandums, reports, and final documentation. The Contractor shall track all documentation, versions, and current status for all draft and final work products. These documents shall be organized to facilitate easy retrieval for review for auditors or others. The Contractor shall prepare, reproduce, and file all security related packages and related documentation according to established procedures.

The Contractor shall conduct an annual review of all documents maintained in the library to identify those that exceeded their usefulness, are no longer valid, or that have expired or been superseded. A formal report shall be provided to the COTR or TPOC detailing the status of each document and recommendations for those documents that should be removed from the library. (Deliverable 2.15)

#### **2.16 Official Travel**

At the Government's request, the Contractor shall travel to DEA domestic and foreign facilities requiring on-site INFOSEC activities for all program areas. The Contractor shall provide support for traveling to ten (10) domestic and two (2) foreign locations annually. Travel activities, which are expected to be from two (2) to ten (10) days in length, shall primarily be conducted by Quality Control Analysts, INFOSEC consultants, analysts, and technicians. The Government will provide at least a two-week notification prior to deployment for over-night trips

and 24 hours for day trips. In case of an emergency and where the Government is not able to provide two-week advance notification for official travel, a request will be submitted in writing to the Contractor requesting approval on a case by case basis.

#### **2.17 Public Portal Administration**

The Contractor shall update the Public Portal with news briefs relating to information technology security, threats, and vulnerabilities; training opportunities; announcements of DEA and Government events; and links to Intranet and Internet websites focusing on information technology security. The Contractor shall maintain the portal library of information technology related publications including Department of Justice and DEA security policies, standards, procedures, guidelines, and baselines; other federal legislation and standards; and Government and industry offerings on incident response, email and Internet concerns, and general information security topics.

#### **2.18 Private Portal Administration**

The Contractor shall update and maintain information security applications and data residing in the private portal. This shall include, but not be limited to importing and exporting security data, administering database and application accounts and permissions, and adding, modifying, or removing unnecessary database records.

#### **2.19 Property Inventory**

The Contractor shall provide support for the annual property inventory for hardware and software including processing shipments, performing the annual inventory review, tracking inventory, and preparing equipment for surplus when it is no longer needed.  
(Deliverable 2.19)

### **3.0 Information Security Program Management**

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The Contractor shall provide program coordination and oversight support for DEA's information security program. Responsibilities shall include duties such as audit coordination and liaison, documentation review, Department of Justice security assessment module tool, system change request reviews, and other coordination efforts among information technology system program offices as needed.

#### **3.1 External and Internal Audit Support**

Government information technology programs are subject to internal and external audits and reviews to maintain the public's trust in the organization's ability to manage its budget and information technology resources, and to identify gaps in the organization's information technology security program. The Department of Justice's Office of Inspector General (OIG) and the Government Accountability Office (GAO) are the two primary auditing agencies, external to DEA, that review DEA's information technology programs annually. There are other additional internal mandates that require DEA's information technology programs be assessed or evaluated annually. Security deficiencies identified during external audits, efforts in correcting them, along with other work performed are reported and tracked in a Plan of Actions and Milestones database.

##### **3.1.1 External Audits**

The Contractor shall provide support for external information technology system audits. The level of support varies depending on the type of audit and information requested by auditors. Support often includes providing vulnerability assessment, account management, security audit and configurations, and password compliance reports, and demonstrating information technology security capabilities. At the conclusion of the audit, the Contractor shall be responsible for recording weaknesses identified by the auditors in a Plan of Actions and Milestones database.

##### **3.1.2 Internal Audits**

To comply with the Department of Justice's implementation of the Federal Information Security Management Act (FISMA), the Information Security Section is required to conduct internal audits and reviews to evaluate information technology systems' implementation of mandated security controls. Internal audits are often performed by observation, using automated test tools, reviewing policy and procedures, and by conducting interviews. At the conclusion of

the audit, the Contractor shall be responsible for recording weaknesses identified by the auditors in a Plan of Actions and Milestones database.

#### 3.1.3 Federal Information Security Management Act Reviews

The Contractor shall provide support for internal information technology system FISMA audits and reviews by conducting periodic testing and evaluation of the effectiveness of information security policies, procedures, and practices for each information technology system. Periodic testing may include observation, using automated vulnerability assessment and security audit and compliance tools, reviewing policy and procedures, conducting interviews, or other activities that test the effectiveness of the information technology system's implemented security controls. At the conclusion, the Contractor shall be responsible for recording weaknesses identified during program reviews in a Plan of Actions and Milestones database.

#### 3.1.4 Guidance and Interpretation of FISMA Regulations

The Contractor shall have thorough knowledge of FISMA legislation and Department of Justice and DEA procedures regarding its implementation. The Contractor shall provide services to information technology system program offices, consisting of but not limited to interpreting and implementing FISMA requirements. The Contractor may be required to provide support with the implementation of security tools or automated scripts, interpreting federal legislation, reviewing system specific documentation and procedures, or providing general information technology security guidance.

#### 3.1.5 FISMA Coordination

The Contractor shall coordinate FISMA reporting between information technology system program offices and the Department of Justice. Information technology system program offices provide monthly status reports and metrics including vulnerability assessment results, patch management statistics, asset inventory, system configurations, and waiver requests for review. The Contractor shall review results provided by information technology system program offices to ensure documentation is properly formatted before being distributed to the Department of Justice.

### 3.1.6 FISMA Reporting

The Contractor shall ensure FISMA reports and metrics are reported to the Department of Justice for all authorized classified and sensitive but unclassified information technology systems. FISMA metrics must be reported monthly unless otherwise directed by the COTR or TPOC.

(Deliverable 3.1.6)

### 3.1.7 Plan of Actions and Milestones (POA&M) Database

The Contractor shall be responsible for reviewing monthly FISMA reports provided by classified and sensitive but unclassified information technology program offices and the output from continuous monitoring activities. During the review, all identified deficiencies, weaknesses, and areas that require improvement shall be promptly reported to information technology system program offices for resolution. The Contractor shall also create a subsequent entry in the Plan of Actions and Milestones database. The Contractor shall monitor deficiencies, weaknesses, or areas that require improvement until corrected, and then be responsible for verifying, validating, and documenting they have been adequately resolved or mitigated.

## 3.2 Liaison Support

The Contractor shall provide liaison support by representing the Information Security Section at Department of Justice committees at the request of the COTR or TPOC. The Contractor shall be required to attend meetings and represent the interests of DEA to various levels of the Federal Government and the private sector. The Contractor shall attend meetings and working groups, provide guidance or feedback at the Government's direction, and provide written reports or minutes summarizing key points and objectives.

(Deliverable 3.2)

### 3.2.1 Information Technology Security Council and Working Groups

The Contractor shall provide subject matter experts to attend the Information Technology Security Council, whose participants are senior information technology security experts from Department of Justice components that meet in a collaborative environment to discuss and communicate information security concerns and core business requirements. The Information Technology Security Council also discusses Department of Justice Chief Information Officer's security goals and objectives and develops a systematic process to meet or accomplish them

effectively and efficiently. Additionally, the Contractor shall provide subject matter experts to attend Information Technology Security Council working groups, whose participants are the senior information technology security experts from Department of Justice components that meet to discuss and update information technology security policy and standards.

### **3.3 Reviewing Federal Legislation and Guidance**

The Contractor shall provide subject matter experts to review Federal legislation and guidance concerning information security governance strategies. While reviewing legislation and guidance, the Contractor shall consider its application and impact in areas such as information technology systems, strategic, capital, and workforce planning, budgeting, enterprise architecture, auditing, and information security. The Contractor shall provide a formal review document detailing recommended modifications to federal legislation and guidance with explanations or justifications for changes.

(Deliverable 3.3)

## **4.0 Information Assurance Program**

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The information assurance program is responsible for overseeing DEA's information technology system security certification and accreditation activities, and also assists with other security related efforts including reviewing policy documentation, evaluating hardware and software changes, and providing technical expertise for internal working groups and configuration management boards.

### **4.1 Certification and Accreditation Support**

The information assurance program is responsible for implementing and overseeing the organization's information technology system security certification and accreditation activities. Information technology security certification is a comprehensive assessment of the management, operational, and technical security controls inherent in an information system, made in support of security accreditation, to determine the extent to which the controls are implemented correctly, operating as intended, and producing the desired outcome with respect to meeting the security requirement for the system. Accreditation is the official management decision given by a senior agency official to authorize operation of an information system and to explicitly accept the risk to agency operations (including mission, functions, image, or reputation) agency assets, or individuals, based on the implementation of an agreed upon set of security controls.

The information assurance program achieves these objectives by preparing certification packages, preparing risk management recommendations, and implementing continuous monitoring programs, which includes tracking plan of actions and milestones. This program is critical for validating information technology system's security controls are implemented correctly, operating as intended, producing the desired outcome, and remaining risks are properly identified to the authorizing official. Further, this program ensures security controls are continuously monitored and reaccreditations occur periodically or whenever there is a significant change to the system or its operation environment.

#### **4.1.1 Initial System Identification**

The Contractor shall examine system documentation to determine if the system security plan or equivalent document is accurate, updated, and includes a concise description of the information system, confirms security category, identifies potential threats, and ensures security controls are adequately described. The Contractor shall conduct risk assessments to ensure



controls and countermeasures are identified to compensate for weaknesses to reduce risk to agency operations, assets, or individuals. At the conclusion of the initial system identification phase, a risk assessment report shall be provided to the COTR or TPOC.  
(Deliverable 4.1.1)

#### 4.1.2 Security Certification

The Contractor shall review and determine the extent system security controls are implemented and operating as intended to produce the desired outcome with respect to meeting established security requirements. The Contractor shall assemble documentation and supporting materials required for the assessment while considering previous findings, audit results, and evidence of completion. The Contractor shall consider specific actions taken or actions planned to correct deficiencies and reduce or eliminate known vulnerabilities in information technology systems. Recommendations to develop methods and procedures to assess the management, operational, and technical security controls in the information system shall be provided to the COTR or TPOC when necessary. Upon completion of the assessment, the Contractor shall prepare the final security certification package in accordance with established procedures.  
(Deliverable 4.1.2)

#### 4.1.3 Security Accreditation

The Contractor shall prepare a statement outlining potential risk to agency operations, assets, or individuals based on vulnerabilities inherent in the information technology system. The risk determination statement shall include planned or completed corrective actions intended to reduce or eliminate vulnerabilities, and a recommendation in determining whether the risk to agency operations, assets, or individuals is within tolerable limits. The Contractor shall also validate updates to the system security plans based on the final determination of risk to agency operations, assets, or individuals.

The Contractor shall prepare the final security accreditation package for each system in accordance with established procedures.  
(Deliverable 4.1.3)

#### 4.1.4 Continuous Monitoring

The Contractor shall oversee and monitor information technology systems throughout their life cycle for changes that may impact the security posture of the system. This shall be

achieved by analyzing proposed or actual changes to information technology systems to determine the security impact, and periodically assessing security controls and their effectiveness. The Contractor shall immediately notify the COTR or TPOC when changes that impact the security posture of the system occur. The Contractor shall validate updates to the system security plans and the plan of actions and milestones in the security assessment and management tool to reflect changes to the information technology system. Upon completion, the Contractor shall report the security status of the information system to the COTR or TPOC.  
(Deliverable 4.1.4)

#### **4.2 Planning and Scheduling**

The Contractor shall facilitate kick-off meetings with system owners, senior decision makers, and management to review certification and accreditation schedules for the upcoming year, and address new requirements, policy changes, or other modifications affecting information technology program offices and systems. An overview of the certification and accreditation process shall be presented to identify roles and responsibilities and set expectations for scheduled activities. The timeline of expected events and dates for certification and accreditation activities shall be monitored by the Contractor, who shall notify the COTR or TPOC in writing if any timeline is in jeopardy.  
(Deliverable 4.2a and Deliverable 4.2b)

#### **4.3 Security Assessment and Management Tool**

The DOJ uses an automated security assessment and management tool, which is used by all DOJ components to manage certification and accreditation activities. The Contractor shall use the tool to create, correct, produce, file, and archive information for each information system in accordance with established procedures.

#### **4.4 Technical Evaluation and Assessment Support**

The Contractor shall conduct technical evaluations of software and hardware products to identify their capabilities and potential use within the organization's information technology security program. Evaluations and assessments shall consider other Federal departments that have experience with similar products or capabilities, and shall include lessons learned or best practices prepared by the organizations. Evaluation shall also include training and staffing requirements needed and their relevant information essential to the successful implementation of the products or capabilities.

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(Deliverable 4.4)

#### **4.5 Configuration Management Change Reviews**

The Contractor shall participate in, and provide technical expertise to the Organization's configuration management boards while considering Federal, DEA, and DOJ security policies, standards and guidelines and their impact to requested changes. Prior to attending meetings, the Contractor shall research and document potential security impacts resulting from change requests.

(Deliverable 4.5)

## **5.0 Communications Security Program**

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The Communications Security (COMSEC) Program is responsible for maintaining the confidentiality and integrity of the organization's classified and sensitive but unclassified voice and data communications in transit. The ability to securely communicate classified intelligence and sensitive investigative information with the intelligence community and federal, state, local, and tribal law enforcement counterparts is essential for affecting the mission of the organization. This is achieved by developing and enforcing governance addressing the use of these materials and maintaining a robust audit and review program to ensure compliance with COMSEC policies. The COMSEC Program further achieves these objectives by maintaining inventory control of related equipment, materials, and records for all domestic and foreign offices.

### **5.1 Configuration and Programming**

The Communication Security Program is responsible for configuring, programming, and providing secure telephone and facsimile equipment to domestic and foreign field offices to support classified and sensitive but unclassified intelligence and law enforcement efforts.

#### **5.1.1 Secure Telephone Equipment Programming**

The Contractor shall maintain, program, and upgrade secure phones and key cards according to established procedures. The Contractor shall verify secure phones are configured properly and the appropriate key card is associated with the phone prior to shipment.

#### **5.1.2 Secure Facsimile Machine Configuration**

The Contractor shall configure and test secure facsimile machines according to established procedures. The Contractor shall verify the equipment is working properly prior to shipment.

### **5.2 Cryptographic Keying Material**

The Contractor shall ensure updated keying material is provided to domestic COMSEC accounts according to established schedules and to foreign offices as required.

#### **5.2.1 Key Loading and Distribution**

The Contractor shall load electronic keying material into Data Transfer and Secure Data Terminal devices according to established procedures. Upon completion, the crypto equipment shall be tested to ensure keying material was loaded correctly and the devices operate as intended. Additionally, the Contractor shall coordinate with the Government's Key Program Manager and track keying material to ensure they are not duplicated and to maintain accountability.

#### **5.2.2 Electronic Key Management System**

The Contractor shall use the electronic key management system to load keying material into the Data Transfer and Secure Data Terminal devices prior to shipment.

### **5.3 Equipment Shipping and Receiving**

The Communication Security Program receives and ships equipment daily to and from domestic and foreign offices. Shipments shall be processed according to established procedures.

#### **5.3.1 Shipping Equipment**

All equipment must be carefully prepared for shipment in accordance with internal procedures to facilitate equipment arriving at its destination securely and operationally functional. The Contractor shall provide required shipping documentation and inventory recording.

#### **5.3.2 Receiving Equipment**

The Contractor shall pick up equipment from the facility warehouse daily or as requested by the COTR or TPOC. The Contractor shall process equipment received including opening packages, verifying serial number, and signing for equipment.

On occasion, the Contractor shall pick up equipment from the State Department. These items have been returned from overseas offices and require processing. The Contractor shall process equipment received including opening packages, verifying serial number, and signing for equipment.

### **5.4 Inventory Inspections**

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The Communication Security Program must perform annual inventory inspections of all COMSEC accounts, equipment, and keying material. It is imperative all equipment and keying material be visually inspected and accounted for during the inspection. The Contractor shall travel to domestic offices to perform the inventory inspection. The Contractor shall follow established procedures including completing an inventory inspection check list and providing guidance to custodians regarding how to correct discrepancies found during the inspection.

#### 5.4.1 COMSEC Audit

Audits are intended to verify completeness and accuracy of COMSEC account records, review procedures related to control and safeguarding of COMSEC material, and inspect COMSEC accounts held by custodians.

The Contractor shall access COMSEC material, records, and areas authorized by the Central Office of Record. The contractor shall be escorted by the custodian or alternate while on site at all times. The Central Office of Record will grant the Contractor access to COMSEC records as needed. The Contractor shall perform an audit in accordance with established processes.

#### 5.4.2 COMSEC Training

COMSEC training is provided to custodians and alternate custodians on an annual basis. The training consists of reviewing established policies and procedures, which are in accordance with National COMSEC Policies. The Contractor shall use training materials provided by the government and lead training sessions as requested by the COTR or TPOC.

### 5.5 Equipment Maintenance and Support

The Contractor shall be familiar with standard COMSEC equipment and shall provide services to analyze equipment malfunctions to determine if problems can be resolved or if replacement is required. All equipment shall be verified prior to shipment to ensure it is functioning correctly.

## **6.0 Information Security Governance Program**

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The Information Security Governance Program is responsible for meeting the requirements for Information Security Support for classified and sensitive but unclassified information technology systems. Information security governance includes the development of internal information security policies and procedures, the classification management program, security compliance reviews, and security awareness training and education.

### **6.1 Information Security Policy**

Information security policy provides clear, concise direction for the governance of Information Security. Information Security as a discipline is constantly evolving often requiring significant departures from previous approaches thus requiring extensions of traditional techniques and new methodologies to ensure reliability, accessibility, and to prevent and defend against unauthorized access.

#### **6.1.1 Policy Development**

The Contractor shall develop, formulate, adapt, or revise information technology security policies, guidelines, and procedures. Coordination and negotiation strategies shall be used with DEA components to ensure a smooth implementation of all policies by all system owners, stakeholders, and senior executive management.  
(Deliverable 6.1.1)

#### **6.1.2 Policy Advisement and Guidance**

The Contractor shall serve as an advisor to management and provide guidance and support in policy development, review, preparation of final reports, presentations for high level managers, and additional program elements requiring policy expertise. The Contractor shall design, analyze, and implement elements of an information technology security program as directed by the COTR or TPOC.

#### **6.1.3 Policy Recommendations**

The Contractor shall document recommendations identifying improvements to legal and regulatory compliance based on cost benefit analyses, the ability to meet the security

requirements, considering the organization's best interests. The completed recommendation report will be provided to the COTR or TPOC.  
(Deliverable 6.1.3)

## **6.2 Compliance Inspections**

Compliance inspections including security compliance reviews of information technology systems and site surveys of domestic and foreign offices and Open Storage Areas are conducted regularly to ensure the security of mission related information. The Contractor shall travel to domestic and foreign offices.

### **6.2.1 Compliance Review**

The Contractor shall perform compliance reviews to assess and evaluate the confidentiality, integrity, and availability of information technology systems and network security. This security compliance review shall include, but not be limited to, access control, authentication, security administration, security network media, file and print servers, encryption, network and operating system interfaces, application software security modules, documentation, and networking standards conformance, document security, and specific areas of physical security.

The Contractor shall conduct an analysis and review of systems and infrastructures in accordance with current and pending established organizational security requirements to ensure regulatory compliance. At completion of the analysis, a written analysis review shall be provided.

The Contractor shall document and deliver a Security Review Report that includes analysis results and formulates potential impacts to network and communication operations.  
(Deliverable 6.2.1)

### **6.2.2 Site Survey**

On-site security inspection addresses various elements of information security at inspected facilities. These elements include classified and sensitive but unclassified information technology systems and data, as well as the personnel and facilities associated with these systems. The mission of the information technology security governance program is information



technology security enforcement and oversight, and to ensure information technology systems meet the federal, DOJ, and DEA policy and guidance.

The Contractor shall document and deliver detailed site survey reports. The final report consists of observations, comments, recommendations, and responsibilities. Recommendations shall include proposed corrective actions sufficient in detail to establish acceptable and reasonable methods for resolving or mitigating deficiencies. While on-site, the Contractor shall meet with senior officials to provide and explain the final report definitions of observations (i.e. security requirements not being met) and recommendations.  
(Deliverable 6.2.2)

### **6.3 Training and Education**

The Contractor shall provide information security training and education support to employees located in domestic and foreign offices.

#### **6.3.1 Training Materials**

The Contractor shall develop, review, prepare training and education material to meet organizational information security requirements. Materials include course manuals, videos, workbooks, handouts, and completion certificates. Training subjects shall include topics such as information security, computer security awareness, information technology professional, original classification authority, safeguarding national security information, and document control clerk training.  
(Deliverable 6.3.1)

#### **6.3.2 Training Programs**

The Contractor shall provide information security training and education support to staff located in domestic and foreign offices. The Contractor shall have a thorough understanding of the training and education subjects and be capable of providing training to groups with various levels of information security knowledge and experience. Training programs include Basic Agent Training, Foreign Orientation Program, Basic Diversion Investigators, Basic Intelligence Analyst, and Divisional Security Officer training. Additionally, the contractor shall coordinate and administer the Computer Security Awareness Training (CSAT) and the Information Technology Professional Training (ITPT) shall be provided.

#### **6.4 Classification Management Program**

The Classification Management Program provides for the classification, declassification, and control of National Security Information and material, including Sensitive Compartmented Information, pursuant to Executive Orders and the granting of employee access to such material. It also provides for the protection of non-national defense sensitive information, and information for which safeguarding is required by Federal legislation.

The security classification program reports the handling of classified information to the Information Security Oversight Office to be included in their annual report to the President.

##### **6.4.1 Classification Handling Analysis**

The Contractor shall collect and report general statistics data for the classification management program for the officials with original classification authority, original classification decisions, and derivative classification decisions. Additionally, the Contractor shall provide services to support mandatory declassification review.  
(Deliverable 6.4.1)

##### **6.4.2 Classification Regulations**

The Contractor shall provide support for developing, reviewing, and implementing document security, original classification authority, and security incident management; this includes coordinating, reporting, and developing formal written responses.

The Contractor shall provide services to coordinate the implementation of security regulations and procedures pertaining to the classification, declassification, safeguarding, handling, and storage of classified national security information, Sensitive Compartmented Information, and sensitive but unclassified material.  
(Deliverable 6.4.2)

## **7.0 Incident Management Program**

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The Information Security Section is tasked with implementing the DEA's strategic incident response process mandated in Department of Justice policies and supporting standards, and established in the DEA Computer Incident Response Plan.

### **7.1 Incident Response Support**

The incident response process is critical for identifying and mitigating weaknesses, rapidly detecting, containing and resolving incidents, and quickly restoring computer operations to normal; thereby, minimizing the loss and destruction to information technology system assets and data.

The Information Security Section supports the formal incident response process by providing incident response training, leading incident response tests and exercises, and aiding in the development of incident response plans to ensure a comprehensive and cohesive strategic incident response management program.

#### **7.1.1 Incident Response Training**

The Contractor shall complete annual incident response training. In addition, the Contractor shall also provide training support for incident response programs. In most cases, incident response training content will be provided, but the Contractor shall be prepared to develop and deliver training content in accordance with internal policies and procedures. The purpose of incident response training is to ensure incident response team members understand their roles and responsibilities in the incident response life cycle process.  
(Deliverable 7.1.1)

#### **7.1.2 Incident Response Tests and Exercises**

The Contractor shall complete incident response tests and exercises. The Contractor shall coordinate incident response tests and exercises for other system owners in order to reinforce users' understanding of their roles and responsibilities in recognizing, handling, and reporting information technology security incidents. In most cases, incident response tests and exercises will be provided, but the Contractor shall be prepared to develop and execute tests and exercises in accordance with established policies and procedures. The Contractor shall monitor the execution of tests and exercises to identify weaknesses in the incident response process. The

Contractor shall document the weaknesses, which will be used by system owners to proactively improve incident response policy, procedures, and processes.  
(Deliverable 7.1.2)

### 7.1.3 Incident Response Plans

The Contractor shall ensure the DEA Computer Incident Response Plan is updated periodically to reflect organizational changes, incorporate lessons learned following incident response tests and exercises, and to address changes in federal regulations and best practices.

Additionally, the Contractor shall provide technical security expertise to information technology system program offices representing localized general support systems updating their system specific Incident Response Plans. In most cases, an incident response plan template will be provided, but the Contractor shall be prepared to develop an incident response plan template in accordance with established policies and procedures. All Incident Response Plans shall be compliant with Department of Justice requirements, and be submitted in accordance with established reporting deadlines.  
(Deliverable 7.1.3)

## 7.2 Identity Management Program

The identity management program tracks employees and the information technology resources they access. This is done by collecting and maintaining user account information from classified and sensitive but unclassified information technology systems. Identity management encompasses account management activities such as creating, verifying, maintaining, and validating user account access to mainframe systems, and providing oversight for user accounts on classified and sensitive but unclassified information technology systems.

### 7.2.1 Account Management

The Contractor shall provide account management support for classified information technology systems by verifying approved security clearance levels and approving access; and for sensitive but unclassified mainframe applications by creating, deleting, and modifying accounts for access requested by supervisors. The Contractor shall reset passwords and unsuspend mainframe application user accounts. All account management correspondence shall

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be scanned and saved electronically to allow the requests to be reproduced during audits or at the request of the COTR or TPOC.

#### 7.2.2 Account Management Reports

The Contractor shall use automated tools to produce monthly account management reports. The reports shall be reviewed to identify and analyze new, inactive, and non-standard accounts that violate, or are not in accordance with established policy. At the request of the COTR or TPOC, the Contractor shall take immediate action to correct account related problems, or shall disable or remove the accounts to render them inoperable.  
(Deliverable 7.2.2)

#### 7.2.3 Account Reconciliation

The Contractor shall use automated tools and custom developed applications to track each employee's identity with respect to their accounts on classified and sensitive but unclassified information technology systems. This activity consists of accessing account information through a custom developed web portal and reconciling user accounts by associating them to a single identity or record in the identity management system. For example, the Contractor shall ensure that when multiple user accounts exist for a single employee (e.g., same employee has a standard user account and an administrator account) they are consolidated into a single record. The identity management system shall have a single identity for each employee regardless of the number of accounts they have on classified and sensitive but unclassified information technology systems.

#### 7.2.4 Account Renewal

The Contractor shall use automated tools and custom developed applications to conduct annual renewal for all user accounts on classified and sensitive but unclassified information technology systems. The Contractor shall verify account renewal requests are completed as requested by the user's supervisor. In some cases the Contractor shall be required to implement the change requested by the user's supervisor such as providing mainframe access for a new employee or terminating an account.  
(Deliverable 7.2.4)

### **7.3 Intrusion Detection System Monitoring**

The Contractor shall monitor network traffic through commonly known intrusion detection system application consoles, and conduct in-depth packet analysis to identify suspicious, unusual, or inappropriate activity on classified and sensitive but unclassified information technology systems. Suspicious, unusual, or inappropriate activity includes, but is not limited to, operating system fingerprinting, buffer overflows, stealth port scans, and server message block probes. Upon identifying these types of activities, the Contractor shall perform protocol analysis attempting to locate other attack precursors, identify anomalous activity or traffic patterns, and to confirm or deny security incidents.

### **7.4 Incident Identification and Handling**

The Contractor shall provide incident identification and handling support following established internal incident response processes and procedures. Efforts shall include identification, analysis, containment, and mitigation efforts for classified and sensitive but unclassified information technology systems. When a potential incident is identified, the Contractor shall work rapidly to perform an initial analysis, document the incident characteristics and other pertinent information, identify the incident type and category, and identify possible countermeasures and safeguards. At the request of the COTR or TPOC, the Contractor may be required to provide oversight for eradication, cleanup and restoration efforts. Upon conclusion of the incident activity, the Contractor shall document the lessons learned that will be used for updating incident responses processes and procedures.

#### **7.4.1 Audit Log Analysis**

The Contractor shall use custom developed and commercial audit log reduction tools to review audit data from classified and sensitive but unclassified information technology systems for indications of suspicious, unusual, or inappropriate activity. Analysis is conducted by submitting predefined web-based queries to a custom developed audit log reduction application, or through a centralized console that aggregates security logs to identify potential security incidents. Upon identifying a security incident, the Contractor shall immediately preserve the integrity of specific audit logs in preparation for a formal investigation. All incidents, or suspected incidents, shall be reported in accordance with established incident reporting procedures.

#### **7.4.2 Additional Internal Audits**

The Contractor shall provide support for routine Justice Telecommunications Systems National Crime Information Center (NCIC) administrative audits, or other internal audits and queries directed by the COTR or TPOC. Administrative audits and queries are often intended to identify misuse or abuse of government information technology resources or when there is a suspected breach of established policies or standards. This activity typically requires the Contractor to produce mainframe audit reports showing criminal history checks and records queried by employees and Contractor staff. Occasionally, the Contractor may be required to produce audit reports showing employee activity on specific mainframe or relational database applications. Audits shall only be performed by the Contractor at the request of the COTR or TPOC or other government manager with the authority to make the request.  
(Deliverable 7.4.2)

#### **7.5 Incident Reporting**

Upon identifying security incidents, the Contractor shall ensure the details of the incident are reported in accordance with established incident reporting procedures. Upon receiving an incident notification, the Contractor shall report the details of the incident to the Department of Justice Computer Emergency Response Team (DOJCERT) in accordance with established reporting procedures. Incidents involving the loss or compromise of classified information shall also be promptly reported via email to the Department Security Officer, Security Emergency and Planning Staff, Department of Justice.

#### **7.6 Incident Response Investigations**

At the request of the COTR or TPOC, the Contractor shall conduct security incident and internal policy violation investigations. The Contractor shall use automated tools to examine workstations and servers to recover artifacts, review mail and data files, and conduct time line analyses to identify the source and potential damage resulting from the incident. Depending on the investigation, the Contractor may be required to use various types of computer forensic hardware, software, and operating system platforms to conduct local and network drive acquisitions, data carving, and data and file recovery and analysis.

#### **7.7 Vulnerability Assessments**

The Information Security Section conducts routine vulnerability assessments of classified and sensitive but unclassified information technology systems using commercial and open source automated vulnerability assessment tools. Information technology systems are typically scanned for known exploits and vulnerabilities found in common operating systems, relational databases, and application software, thereby proactively working to protect the confidentiality, availability, and integrity of DEA's mission critical information. Scanning also provides records of current system policies and vulnerabilities that could potentially be exploited, such as unnecessary services, default and weak passwords, missing security patches, and settings not compliant with established security baselines.

#### 7.7.1 Network and Database Vulnerability Assessments

The Contractor shall use automated network-based and database vulnerability assessment tools to locate assets within classified and sensitive but unclassified information technology systems, and to scan them for known exploits and vulnerabilities found in commonly used operating systems, application, and relational database management software. The Contractor shall analyze, create, and modify predefined application policies to ensure consistency with established organizational security requirements. Comprehensive scans shall be conducted monthly to identify vulnerabilities such as unnecessary services, weak passwords, mis-configured settings, missing security patches, and database and system settings not compliant with established security baselines. Additional scans shall be conducted at the request of information technology system owners or the COTR or TPOC. At the conclusion of the monthly scans, the Contractor shall produce and deliver vulnerability assessment and asset discovery reports.

(Deliverable 7.7.1)

#### 7.7.2 Security Configuration and Audit Reviews

The Contractor shall use automated security configuration and audit review tools to validate system security policies against federally mandated workstation and server security baselines on classified and sensitive but unclassified information technology systems. The tools automate the process of assessing and maintaining consistent security policies on commonly used operating systems. The Contractor shall analyze, create, and modify predefined application policies to ensure consistency with established organizational security requirements. Comprehensive configuration and audit reviews shall be conducted monthly to identify known vulnerabilities, such as known mis-configured security policies and settings that are not



compliant with established security baselines. Additional audit scans shall be conducted at the request of information technology system owners or the COTR or TPOC. At the conclusion of the monthly scans, the Contractor shall produce and deliver security configuration and audit reports or deviation reports where necessary.  
(Deliverable 7.7.2)

#### **7.7.3 Password Compliance Program**

The Contractor shall run automated tools to validate password compliancy against established security policies on classified and sensitive but unclassified information technology systems. At minimum, comprehensive password compliance reports shall be produced monthly, or at the request of information technology system owners or the COTR or TPOC to identify weak or non-compliant passwords. At the request of the COTR or TPOC, the Contractor shall take immediate action to correct weak or non-compliant passwords by disabling or removing the accounts, thereby rendering them inoperable.  
(Deliverable 7.7.3)

### **7.8 Application and Database Development Support**

The Information Security Section uses custom developed web-based applications and relational databases to support primary information security activities. The Information Security Section maintains a web portal that is available to all employees that provides access to information security resources, such as policy, procedures, guidelines, and baselines. An internal private web portal provides access to authorized employees and security analysts with immediate access to a knowledgebase, employee and organizational data, and information technology system metrics. Separate relational databases are also maintained that store data regarding information technology assets, audit logs, and network and operating system vulnerabilities.

#### **7.8.1 Public Portal**

The Public Portal contains a gateway to access and search security related information, alerts, resources, events, and training. Additionally, the Public Portal currently provides access to three (3) applications.

The Account Management application is an online application that allows supervisors to request termination of a subordinates account access upon the departure of a government employee or Contractor. The Account Renewal application allows supervisors to monitor and

renew their employee's access to classified and sensitive but unclassified information technology systems. The Personal Information Management application is an online application that is accessible by all employees and allows them to update their location, supervisor, and other personal information maintained by the Identity Management Program.

Future phases of the Public Portal shall include an application allowing supervisors to conduct all account management activities including requesting new accounts and modifying access level. Additionally, enhancements shall include a dashboard view where security analysts and information technology system program offices can monitor the state of their systems architectures and have immediate access to network and database vulnerability assessment reports, security configuration and audit data, password compliance results, and identity management information.

#### 7.8.2 Private Portal

The Private Portal provides a controlled access gateway for security analysts to access several custom developed information security applications. An administrative interface for the information security web-based applications provides the ability to administer database and application accounts and permissions, import and export data, search databases records, conduct and review audits, and add, modify, or delete database records.

The Identity Management Program is a manual and automated process to identify and track employees and the information technology resources they access. Information identified and collected is stored in a relational database and is used in a variety of ways including to assess the overall security posture of classified and sensitive but unclassified information technology systems, auditing, and for incident investigations.

The Account Reconciliation application allows security analysts to review and manage employee identities by consolidating user accounts and associating them to a single identity or record.

The Account Management application produces reports that are provided to system owners and key stakeholders. They identify new and terminated accounts on classified and sensitive but unclassified information technology systems. Reports also show idle accounts,

accounts with elevated privileges, accounts that do not follow standard naming conventions, and other account settings that are not consistent with established policy.

Future enhancements include a vulnerability assessment module for collecting and distributing information security reports. Results from the vulnerability assessment tools including network and database vulnerability assessment reports, security configuration and audit reviews, account management reports, and password compliance results shall be available online to system owners, stakeholders, and senior and executive management.

#### 7.8.3 Stand-Alone Applications

Stand-alone applications have been developed to provide specific security oversight of information security.

The Centralized Security Audit application and database repository supports enterprise-wide audit log collection and storage archiving from classified and sensitive but unclassified information technology systems. This application is used by security analysts to filter and analyze audit log data for potential trends or anomalies that may indicate unauthorized or unwarranted behavior.

The Password Compliance Program database and application consists of open source software that is modified to verify the character sets of passwords on classified and sensitive but unclassified information technology systems, and validate them against established internal password policies. Additionally, the application generates reports showing accounts with duplicate or expired passwords.

#### 7.8.4 Application and Database Development

The Contractor shall develop, modernize, and enhance internal custom developed web-based applications and relational databases. The Contractor shall follow established internal software development life cycle guidelines for documentation and configuration management processes. Applications must be designed to provide fast and secure employee access to web portals with up-to-date, reliable, and accurate security related information stored securely in relational databases. While developing, modernizing, and enhancing these applications and relational databases, developers must remain conscious of interface design; it should be professional, efficient, comprehensive, and easy to use and navigate.

(Deliverable 7.8.4a)

The Contractor shall develop all applications in a physically separate development environment. All projects are required to go through rigorous security, functional, and end-user testing, and pass a formal security test and evaluation prior to deployment to production systems. Further, the Contractor shall be responsible for providing test or sample data for all application development and functional testing efforts. At the conclusion of the development effort, the Contractor shall provide all application source code to the COTR or TPOC.

(Deliverable 7.8.4b)

The Contractor must perform all relational database modifications in a physically separate development environment. Prior to deployment to production systems, all databases shall undergo and pass a formal security test and evaluation. The Contractor shall be responsible for providing test or sample data for all database development and functional testing efforts. At the conclusion of the development effort, the Contractor shall provide all database schemas and configuration files to the COTR or TPOC.

(Deliverable 7.8.4c)

## **7.9 Information Technology Security Engineering Support**

The Information Security Section provides information technology security engineering support for open source and commercial applications and tools used to monitor and assess the state of classified and sensitive but unclassified information technology systems. Examples include, but are not limited to intrusion detection system, network and database vulnerability assessment, security configuration and auditing, incident investigation, security information management, and network forensic tools. Information technology security engineering support consists of securely designing, engineering, integrating, deploying, and managing assets that include, but are not limited to, applications, relational databases, operating systems, and security focused tools. Additionally, the Information Security Section provides hardware engineering support that involves building and customizing workstations, servers, storage, and other network devices.

### **7.9.1 Design, Configure, Integrate, and Deploy Security Tools**

The Contractor shall design, configure, integrate, and deploy open source and commercial applications and tools to monitor and assess the state of classified and sensitive but

unclassified information technology systems. The Contractor shall design, configure, and test all security tools in a physically separate environment. While designing and configuring applications and tools, the Contractor shall install and configure the devices in accordance with established security baselines and guidelines. Where a lack of established security baselines and guidelines exist, the Contractor shall follow industry best practices or other procedures defined by the COTR or TPOC.

The Contractor shall provide services for all aspects of managing information security tools and applications; this may consist of installing and updating software, updating configuration and signature files, building and deploying devices, managing relational databases, developing and updating documentation such as standard operating procedures or user manuals, and other related tasks.

(Deliverable 7.9.1)

#### 7.9.2 Researching Emerging Technologies

The product life cycle for security technologies is dynamic and rapidly changing. As a result, current technologies quickly become obsolete and need to be replaced by new technologies that have been properly evaluated. The Contractor shall recommend, research, evaluate, and test new or upgraded security technologies at the request of the COTR or TPOC. All evaluations shall be based on established operational and security requirements, such as detection and response characteristics, use of signature or anomaly-based solutions, functionality, ease of use, quality of vendor support, and cost. The Contractor shall not be eligible to receive additional work as a result of its recommendations.

Product testing shall be conducted in a physically separate test environment. Upon conclusion of the formal evaluation, a final technical report shall be provided that documents the results of the evaluation. If a recommendation is made to acquire a product or technology, the Contractor shall include a formal Project Management Plan that details the level of effort, implementation costs, and a schedule for completion.

(Deliverable 7.9.2)

#### 7.9.3 Provide Technical Support to System Owners

The Contractor shall provide support to information technology system owners for the use and administration of security tools and applications listed under this task. Technical support

activities typically occur through telephone or email communications, but the Contractor may be required to travel off-site to troubleshoot application and relational database problems, updating signature files, modifying configuration settings, applying software upgrades, and other technical activities.

#### **7.10 Operations and Maintenance Support**

The Information Security Section is responsible for providing operations, administration, inventory tracking, and maintenance for all hardware, relational databases, applications, and software under its control. The Information Security Section also has several laboratories and is responsible for performing network and system administration for the information technology systems located in these environments, and physically managing and maintaining the health of the laboratory operating environments.

##### **7.10.1 Database Administration and Maintenance**

The Contractor shall administer and maintain all relational databases used by the Information Security Section. Typical relational database management system software used includes Oracle, Microsoft Structured Query Language Server, MySQL, and Microsoft Access. Contractor responsibilities shall include, but not be limited to, continually monitoring relational databases for problems such as storage space shortages, reduced speed and efficiency, data integrity errors, performance problems, security vulnerabilities, and invalid configuration parameters. All relational databases shall be administered and maintained to ensure minimum downtime while providing maximum performance.

##### **7.10.2 Application Administration and Maintenance**

The Contractor shall administer and maintain all applications used by the Information Security Section. Typical software used includes custom developed, commercial, open source, shareware, and freeware applications and scripts. Contractor responsibilities shall include, but not be limited to, continually monitoring applications for performance problems, application errors, reduced speed and efficiency, security vulnerabilities, and missing patches or security updates. All applications shall be administered and maintained to ensure minimum downtime while providing maximum performance.

### 7.10.3 Audit Log Management Application

The current audit log management application consists of a commercial relational database with a custom developed application that aggregates and filters audit log data from network devices on classified and sensitive but unclassified information technology systems. The Contractor shall collect and maintain online and offline audit log data for classified and sensitive but unclassified information technology systems in accordance with established policies. Access to audit log data shall be strictly controlled and only accessible to authorized individuals. The Contractor shall protect all audit trails from actions such as unauthorized access, modification, destruction, or other actions that would negate its evidentiary value.

### 7.10.4 Hardware Administration and Maintenance

The Contractor shall administer and maintain all hardware used by the Information Security Section. Typical hardware used includes network devices, storage area networks, network attached storage, servers, workstations, printers, and scanners. Contractor responsibilities shall include, but not be limited to, routinely monitoring hardware for performance problems, failures, errors, and problems causing reduced speed and efficiency. All hardware shall be administered and maintained to ensure minimum downtime while providing maximum performance.

### 7.10.5 Application and System Backup

The Contractor shall be responsible for ensuring back ups are completed following established policies and procedures for all classified and sensitive but unclassified information technology systems used by the Information Security Section. The Contractor shall adhere to backup procedures to ensure applications and systems can be restored to a previous state after a failure or as part of a scheduled exercise. Back up procedures shall be periodically reviewed and updated at the completion of scheduled exercises, or when new hardware or software is implemented.

### 7.10.6 Security Updates

The Contractor shall monitor security bulletins, advisories, and alerts to remain informed of new threats and vulnerabilities against information technology systems. Additionally, the Contractor shall monitor vendor websites for the most current updates, such as service packs, hot fixes, and security patches that are designed to resolve or mitigate known security vulnerabilities.

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The Contractor shall download, test, and install the latest security patches, software updates, and virus software definitions for all classified and sensitive but unclassified information technology systems used by the Information Security Section.

#### 7.10.7 Network Administration

The Contractor shall provide network administration support for all test and development networks used by the Information Security Section. This includes establishing and configuring networks, installing and configuring operating systems, software, security patches, and adding and removing hardware such as switches, routers, servers, workstations, printers, hubs, peripherals, cables, and other equipment as needed. Additionally, support including creating and deleting user accounts, creating network shares, assigning permissions and access to shares, and troubleshooting general problems shall be provided.

#### 7.10.8 Laboratory Operations

The Contractor shall be the primary custodian for all laboratory operations within the Information Security Section. This includes, but is not limited to, organizing and maintaining all hardware, software, tools, cables, and other accessories, and monitoring system operations. The Contractor shall implement automated programs to alert system administrators upon system and application failures. The Contractor shall monitor automated programs daily to ensure systems and applications are operating properly. At the end of each day, the Contractor shall ensure all unnecessary equipment is properly shutdown and the laboratory environments are secured. The Contractor shall follow documented procedures for shutting down and starting equipment. A copy of all documented procedures shall be stored within the laboratory environment for easy reference and shall be updated when significant changes occur, or at the conclusion of scheduled contingency or test exercises.

#### 7.11 Hardware and Software Management

The Contractor shall maintain an accurate inventory report of all hardware and software used by the Information Security Section. The inventory shall immediately be updated when new hardware and software is received or disposed, and shall be provided to the COTR or TPOC. The Contractor shall record, track, and monitor software licenses for expiration and renewal dates. The Contractor shall also track all hardware and software that has failed, exceeded its life span, is no longer valid or has expired, and shall make recommendations for



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new or replacement products. Upon approval by the COTR or TPOC, the Contractor shall prepare the appropriate acquisition paperwork following internal established procedures.  
(Deliverable 7.11)

## **CONSULTANT (Key Personnel)**

### **DUTIES:**

Serves as information security subject matter expert in an information technology enterprise architecture environment. Acquired in-depth knowledge of FISMA, NIST, NSA, and related industry security policies, standards, procedures, guidelines, and best practices.

Comprehensive knowledge of incident detection, analysis, coordination and response; auditing systems, databases, and applications; and vulnerability assessments and compliance monitoring. Security engineering experience including designing, configuration, integration, and deployment of security tools. Subject matter expert experience providing analysis and recommendation for resolution of information security problems based on knowledge of major information security systems, products, and services, and an understanding of their limitations. Adept at researching and evaluating emerging information technologies relevant to information security; interpreting requirements and providing analytical reviews for system architecture, equipment, and software; and recommendations. Excellent verbal and written communication skills; capable of communicating information security concepts to others in technical and non-technical terms.

### **QUALIFICATIONS:**

An advanced degree in Computer Science, Information Systems, Engineering, Business, or other related discipline is preferred. This position requires ten (10) years of general experience, eight (8) years of specialized experience in information security and five (5) years information technology experience.

### **EXPERIENCE:**

**General Experience:** Ten (10) years experience in the development of policy, regulations and doctrine in information technology development.

**Information Security Specialized Experience:** Eight (8) years experience in implementing FISMA, NIST, NSA, and related industry security policies, standards, procedures, guidelines, and best practices. Experience in incident detection, analysis, coordination and response; auditing systems, database, and applications; vulnerability assessments and compliance monitoring.

**Information Technology Experience:** Five (5) years experience integrating, developing or deploying security products in an enterprise environment.

### **EDUCATION SUBSTITUTION:**

An advanced degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline considered equivalent to two (2) years generalized and two (2) years information security specialized experience. Certificates such as Microsoft's MCSE, or Cisco's, CCNA, CCDA or CCIE, may be considered equivalent to two (2) years of general experience and two (2) years of information technology experience. The CISSP certificate may be considered equivalent to two (2) years of INFOSEC experience.

## SENIOR INFOSEC ENGINEER

### DUTIES:

Applies knowledge of network protocols, architectures, equipment, services, standards and technology to various system engineering activities. Capable of designing, configuring, integrating and deploying open source and commercial applications and tools to monitor and assess information technology systems. Thorough knowledge of all aspects of incident response including identification, mitigation, detection, containment, resolution, and restoration to minimize loss and destruction to information technology systems assets and data. Proficient in incident response policies, standards, and best practices and ability to convey information to technical and non-technical audiences verbally and in writing. Knowledge of all aspects of intrusion detection management, audit management, network and database vulnerability assessment and compliance management, security configuration, and auditing tool management. Proficient in researching and evaluating emerging information technologies relevant to information security; interpreting requirements and providing analytical reviews for system architecture, equipment and software; and providing recommendations.

Compile, draft, review, develop, and deliver input on all aspects relevant to information security activities, processes, and associated documentation. Provides support on all issues relative to information security activities at the program level including policy development, compliance inspections, audits, reviews and communications security. Current knowledge of security related regulations and processes to include, but not limited to National, DOJ, and DEA.

### QUALIFICATIONS:

A degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline is preferred. This position requires eight (8) years of general experience, (6) years of Information Security specialized experience and two (2) years of information technology experience.

### EXPERIENCE:

**General Experience:** Includes eight (8) years of experience in the development of policy, regulations, doctrine in the telecommunications and information systems at progressively increasing levels of responsibility.

**Information Security Specialized Experience:** Six (6) years of experience in Information Security. Experience in network monitoring using host-based and network-based intrusion detection systems. Knowledge of computer hardware and operating systems (Windows and UNIX). Knowledge of incident response handling policy and procedures. Knowledge of computer hardware and operating systems. Knowledge of intrusion detection systems and other information security products, regulations, standards, and guidelines.

**Information Technology Experience:** Two (2) years of experience integrating, developing or deploying security products in enterprise level technology upgrades. Knowledge of information technology security architectures.

#### **EDUCATION SUBSTITUTION:**

An advanced degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline may be considered equivalent to two (2) years generalized and two (2) years information security specialized experience. Certificates such as Microsoft's MCSE, or Cisco's, CCNA, CCDA or CCIE, may be considered equivalent to two (2) years of general experience and two (2) years of information technology experience. The CISSP certificate may be considered equivalent to two (2) years of information security experience.

#### **INTERMEDIATE INFOSEC ANALYST**

##### **DUTIES:**

Performs on-demand vulnerability scanning and compliance monitoring. Provides incident handling support for incident detection, analysis, coordination, and response. Documents incident correlation requirements, selects incident correlation engines and recommends configuration guidelines. Performs analysis to determine the optimum configuration of network and host sensors. This analysis includes traffic load analysis, performance impacts of monitoring, determination of potential attack characteristics based on mission and infrastructure, and determination of site-specific data collection requirements. Provides support in the identification, documentation, and development of computer and network security countermeasures. Performs penetration testing on enterprise network. Identifies network and operating systems vulnerabilities and recommends countermeasures. Supports the deployment and integration of security tools. Analyzes and recommends resolution of information security problems based on knowledge of the major information security products and services, an understanding of their limitations, and a working knowledge of the disciplines of information security. Conducts research and develops security policies relevant to client environment and analyzes outside security information for relevance to DEA. Develops, updates, and maintains internal Standard Operating Procedure for all internal assigned functions.

##### **QUALIFICATIONS:**

A degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline is preferred. This position requires six (6) years of general experience, four (4) years of information security specialized experience, and two (2) years of information technology experience

##### **EXPERIENCE:**

**General Experience:** Includes six (6) years of experience in the development of policy, regulations, doctrine in telecommunications and information systems at progressively increasing levels of responsibility.

**Information Security Specialized Experience:** Four (4) years of experience in information security. Experience in vulnerability assessments and incident response handling. Knowledge of computer hardware and operating systems (Windows and UNIX). Knowledge of information security products, regulations, standards, and guidelines. Experience in

network monitoring using host-based and network-based intrusion detection systems. Knowledge of incident response handling policy and procedures. Knowledge of intrusion detection systems and other information security products, regulations, standards and guidelines.

**Information Technology Experience:** Two (2) years of experience integrating, developing or deploying security products in enterprise level technology upgrades.

**EDUCATION SUBSTITUTION:**

An advanced degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline may be considered equivalent to two (2) years generalized and two (2) years INFOSEC specialized experience. Certificates such as Microsoft's MCSE, or Cisco's, CCNA, CCDA or CCIE, may be considered equivalent to two (2) years of general experience and two (2) years of information technology experience. The CISSP certificate may be considered equivalent to two (2) years of INFOSEC experience.

**INFOSEC ANALYST**

**DUTIES:**

Supports the collection, cataloging, archiving, retrieval, and file maintenance of monitored data streams from currently deployed intrusion detection sensors. Supports network monitoring for evidence of malicious use or intent and anomalous activity; provides visual correlation of enterprise-wide activity from validated intrusion data on the provided display medium. Supports incident handling support for incident detection, analysis, coordination and response. Supports in the identification, documentation, and development of computer and network security countermeasures. Analyzes INFOSEC problems based on knowledge of the major INFOSEC products and services, has an understanding of their limitations, and a working knowledge of the disciplines of INFOSEC. Performs day to day configuration and operation of production and test networks. Provides system operation support, administers hardware and software inventory, and oversees administration of a laboratory environment.

**QUALIFICATIONS:**

A degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline is preferred. This position requires two (2) years of general experience, one (1) year of information security specialized experience, and one (1) year of information technology experience. Certificates such as Microsoft's MCSE, or Cisco's, CCNA, CCDA or CCIE, may be considered equivalent to two (2) years of general experience and two (2) years of information technology experience. The CISSP certificate may be considered equivalent to two (2) years of INFOSEC experience.

**EXPERIENCE:**

**General Experience:** Two (2) years experience in developing, deploying, or supporting information systems and technology.

Information Security Specialized Experience: One (1) year of experience in developing or supporting information security products. Knowledge of computer hardware and operating systems (Windows and UNIX).

Information Technology Experience: One (1) years of experience integrating, developing or deploying security products in an enterprise environment.

**EDUCATION SUBSTITUTION:**

An advanced degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline may be considered equivalent to two (2) years generalized and two (2) years INFOSEC specialized experience.

**DATABASE ADMINISTRATOR/DATABASE DEVELOPER (Key Personnel)**

**DUTIES:**

Performs all aspects of database administration for managing large and complex databases used with information security tools and applications. Proficient in planning, analyzing, designing, and constructing databases. Knowledge of industry standards and best practices for database security and capable of analyzing and defining database and information security requirements. Develops database queries, performs backup/recovery, tunes database and creates database schemas. Evaluates database server hardware and installs database management system software as needed for a variety of applications, such as Oracle and SQL Server. Develops SQL queries, back-end programs, Oracle user permissions and grants, and Oracle security.

**QUALIFICATIONS:**

A degree in Computer Science, Information Systems, Engineering, Mathematics, Business, or other related discipline is preferred. This position requires seven (7) years general database experience, four (4) years database administration/development experience for large complex database; and two (2) years information technology experience.

**EXPERIENCE:**

General Database Experience: Seven (7) years experience integrating, developing or deploying database management systems using Microsoft Access, Oracle and Structured Query Language (SQL) Server at progressively increasing levels of responsibility.

Database Administration/Database Development: Four (4) years experience in database administration/development managing large complex systems. Experience with database management systems design, system analysis, operating systems, and data manipulation languages. Experience developing Oracle databases and a working knowledge of database security is required.

Information Technology Experience: Two (2) years experience with increasing responsibilities in the management of information technology products and systems.

**EDUCATION SUBSTITUTION:**

An advanced degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline may be considered equivalent to two (2) years generalized and two (2) years information technology specialized experience. Certificates such as Oracle, or Microsoft's MCSE, may be considered equivalent to two (2) years of general experience and two (2) years of information technology experience.

**PROGRAMMER ANALYST/DEVELOPER****DUTIES:**

Knowledge of all aspects of the standard system development life cycle process. Determines specifications, then designs and develops complex and business critical software solutions, utilizing appropriate software engineering processes. Responsible for developing reliable, secure applications that provide fast and reliable access for users through professional, efficient, comprehensive and easy to navigate interfaces. Thorough understanding of standard security testing and evaluation procedures required prior to production. Expertise regarding the integration of applications throughout an organization. Responsible for design recommendations based on long-term information technology organization strategy and developing enterprise-level applications and custom integration solutions.

**QUALIFICATIONS:**

A degree in Computer Science, Information Systems, Engineering, Mathematics, Business, or other related scientific or technical discipline is preferred. This position requires six (6) years of general application development experience, (4) years of application development experience for large complex applications; two (2) years of information technology experience.

**EXPERIENCE:**

**General Development Experience:** Six (6) years of experience designing, integrating, developing or deploying application systems at progressively increasing levels of responsibility.

**Software Engineering:** Four (4) years experience providing solutions for developing and managing large complex applications. Experiences with systems design, system analysis, operating systems and back-end databases. Thorough knowledge of application security. Strong analytical, communication, and leadership skills. Specialized working experience with object oriented development technologies using ASP.NET, .NET Framework, SQL Server, C#, Web Services, XML, and HTML. Experience developing applications for both web-based and desktop applications.

**Information Technology Experience:** Two (2) years of experience with increasing responsibilities in the management of information technology products and systems.

**EDUCATION SUBSTITUTION:**

An advanced degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline may be considered equivalent to two (2) years

generalized and two (2) years information technology specialized experience. Certificates such as Oracle or Microsoft's MCSE may be considered equivalent to two (2) years of general experience and two (2) years of information technology experience.

## **INFORMATION ASSURANCE SPECIALIST**

### **DUTIES:**

Utilize the policy, directives, instructions, and guidance of Public Laws, the National Institute of Standards and Technology, the Committee on National Security Systems, and the Director of National Intelligence in the evaluation of the proper incorporation of security standards to information technology systems on behalf of the Certification Official in the preparation of evaluations, assessments, and reviews.

Provide security policy interpretation, research, and development; information systems security; information technology research and analysis work; cyber security planning and implementation; industrial security work; information technology policy/guidelines development; and information security work.

### **QUALIFICATIONS:**

Documented knowledge of the policies, instructions, regulations, and guidance of the National Institute of Standards and Technology, the Committee on National Security Systems, and the Director of National Intelligence; documented skill in the application of Security Assessment and Management tools; documentation demonstrating the promoting awareness of issues among management and ensuring sound security principles are reflected in organizations' visions and goals; documentation demonstrating the conducting systems evaluations, audits, and reviews; documentation demonstrating the development of systems contingency plans; and ability to communicate effectively orally and in writing.

### **EXPERIENCE:**

**General Experience:** Five (5) years experience in the integration and implementation of policy, regulations, and doctrine in telecommunications and information technology development.

**Information Security Specialized Experience:** Five (5) years experience in using security policies, standards, procedures, guidelines, and best practices from areas such as FISMA, NIST, and NSA. Experience in incident detection, analysis, coordination, and response; auditing systems, database, and applications; vulnerability assessments and compliance monitoring; experience in vulnerability assessments and incident response handling; working knowledge of computer hardware (PDA, desktop, server, and peripherals), operating systems, applications, and databases (single user through enterprise); knowledge of information security products, regulations, standards and guidelines; experience in network monitoring using host-based and network-based intrusion detection systems; knowledge of incident response handling policy and procedures; and knowledge of intrusion detection systems and other information security products, regulations, standards, and guidelines.

**Information Technology Experience:** Five (5) years experience integrating, developing, or deploying security products in enterprise level technology upgrades.



**EDUCATION SUBSTITUTION:**

An advanced degree in Computer Science, Information Systems, Engineering, Business, or other related scientific/technical discipline may be considered equivalent to two (2) years general experience or two (2) years information security specialized experience. Certificates such as Microsoft's MCSE may be considered equivalent to two (2) years of general experience and two (2) years of information technology experience. The CISSP certificate may be considered equivalent to five (5) years of INFOSEC experience.

**COMSEC TECHICIAN****DUTIES:**

Knowledge of all NSA guidelines that pertain to COMSEC. Working knowledge required to operate, program, and troubleshoot the COMSEC equipment such as DTD, SDS, STE phone, STU-III, Ricoh SFX2000M and SFX2000TE. Participate in the daily paperwork flow to include: filing, processing equipment for shipment, opening returned equipment, opening mail, delivering mail, and filling out proper Federal Express suspense sheets. Knowledge of the Electronic Keying Material System.

**QUALIFICATIONS:**

A valid driver's license with no infractions. Ability to lift at least 80 pounds working in a warehouse environment. Contractor shall hold a current Top Secret Clearance.

**EXPERIENCE:**

Four (4) years COMSEC experience using equipment and understanding regulations either on the job or through military training.

**EDUCATION SUBSTITUTION:**

An Associates Degree in Business or Information Technology may be substituted for one (1) year of experience.

**INFORMATION MANGEMENT SPECIALIST****DUTIES:**

Performs identification, verification, and renewal for all system accounts. Communicates via telephone, email, facsimile and registered mail with users, supervisors, system administrators located in domestic and foreign offices ensuring accounts are created, modified, and terminated according to supervisor's specifications. Responsible for recording and tracking and electronic storage of account requests for audit review and verification. Conducts account renewal for user accounts of all systems. Provides account management support for the mainframe system and minimal support for Windows systems.

**QUALIFICATIONS:**

A degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline is preferred. This position requires two (2) years of general experience, one (1) year of information security specialized experience, and one (1) year of

information technology experience. Certificates such as Microsoft's MCSE, or Cisco's, CCNA, CCDA or CCIE, may be considered equivalent to two (2) years of general experience and two (2) years of information technology experience. The CISSP certificate may be considered equivalent to two (2) years of INFOSEC experience

**EXPERIENCE:**

General Experience: Two (2) years experience supporting information systems and technology.

Information Technology Experience: One (1) year of experience managing network accounts.

INFOSEC Specialized Experience: One (1) year of experience in supporting information security products.

**EDUCATION SUBSTITUTION:**

An advanced degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline may be considered equivalent to two (2) years generalized and two (2) years information security specialized experience.

**QUALITY CONTROL SPECIALIST**

**DUTIES:**

Performs quality control for all documentation produced ensuring grammatical and factual accuracy of all products and documents. Documentation includes formal policies, processes and procedures, analytical reports, and documentation supporting development projects. Responsible for ensuring documentation adheres to established templates and guidelines and is created and finalized in a professional manner. Responsible for working closely with others to ensure final documentation is technically correct. Capable of working independently to complete tasks with minimal direction. Creates memorandum, templates, and other documentation standards; reviews, edits, and tracks all policies and documentation from conception through publishing.

**QUALIFICATIONS:**

An Associates Degree in Business or Information Technology is preferred. This position requires two (2) years general administrative experience and four (4) years of experience in an information technology environment providing quality control or assurance support.

**EXPERIENCE:**

General Experience: Two (2) years experience providing administrative support with increasing responsibilities.

Quality control Experience: Four (4) years professional experience providing quality control support information technology programs or projects.

**EDUCATION SUBSTITUTION:**

## **EXHIBIT 2**

### **STATEMENT OF WORK LABOR CATEGORIES**

#### **PROJECT MANAGER (Key Personnel)**

##### **DUTIES:**

Serves as the contractor's Project Manager, and shall be the contractor's authorized interface with the Contracting Officer's Technical Representative, Government personnel and customer agency representatives. Responsible for formulating and enforcing work standards, assigning contractor work schedules, and reviewing all work products and services. Supervises contractor personnel, and communicates policies, purposes, and goals of the organization to subordinates. Responsible for the management of the entire project and the assigned staff. Expertise in planning, organizing, and prioritizing work, meeting deadlines, managing multiple tasks in a highly-complex, dynamic environment and maintaining fiscal responsibilities. Excellent interpersonal and communication skills are essential. Responsible for managing a complex multitask information technology contract and coordinating all project matters with the Contracting Officer's Technical Representative. Responsible for the overall contract performance.

##### **QUALIFICATIONS:**

A degree in Computer Science, Information Systems, Engineering, Business Administration, or other related discipline is preferred. At least two (2) years of general information systems experience, five (5) years of specialized experience in information security, and seven (7) years of project management experience. Greater value will be given to candidates with information systems and project management certificates.

##### **EXPERIENCE:**

General Experience: Two (2) years experience with increasing responsibilities in information systems design and management.

Information Security Specialized Experience: Five (5) years experience in information security.

Project Management: Seven (7) years experience providing guidance and direction for task areas identified in the statement of work. Demonstrated expertise in the management of funds and resources, and experience in managing complex multitask contracts in a dynamic environment.

##### **EDUCATION/WORK EXPERIENCE SUBSTITUTION:**

An advanced degree in Computer Science, Information Systems, Engineering, Business, or other related scientific/technical discipline may be considered equivalent to two (2) years general experience or two (2) years information security specialized experience. Certificates such as Microsoft's MCSE may be considered equivalent to two (2) years of general experience and two (2) years of information technology experience. The CISSP certificate may be considered equivalent to two (2) years of INFOSEC experience.

A degree in Business or Information Technology may be substituted for experience.

## **ADMINISTRATIVE ASSISTANT**

### **DUTIES:**

Performs office administrative tasks including phone support, mail distribution, documentation organization, and administration. Additional specialized assignments include presentation and documentation development, spreadsheet creation, and technical editing.

### **QUALIFICATIONS:**

One (1) year of formal training in business, word processing, or information technology is preferred. This position requires one (1) year of experience providing administrative support for programs or projects in an information technology environment.

### **EXPERIENCE:**

General Experience: One (1) year of experience providing professional level experience supporting diverse activities supporting an information technology program or project.

**EDUCATION SUBSTITUTION:** An Associates Degree in Business or Information Technology may be substituted for one (1) year of experience.

National Institutes of Health  
Contractor Performance Report  
Standard Evaluation

### Contract Data

Evaluation Type: Interim <input type="checkbox"/> Final <input type="checkbox"/> (check one)			
Evaluating Organization:		Reporting Period: From _____ to _____	
Contracting Office:		Contract Number:	Order Number:
Contractor Name:		Contractor Address:	
DUNS:	City:	State:	
Additional or Alternate Contractor Name:	Zip/Postal Code:	Country:	
TIN:	Industrial Code (NAICS):	Commodity Code:	Contract Type:
Contract Award Date:		Contract Expiration Date:	Contract Value:
Requirement Description:			

### Ratings

Summarize contractor performance and check the number which corresponds to the rating for each rating category (See attached *Rating Guidelines*).

#### Quality of Product or Service

0=Unsatisfactory	1=Poor	2=Fair	3=Good	4=Excellent	5=Outstanding
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Government Comments for Quality of Product or Service (2000 characters maximum):

#### Cost Control (Rating and Comments for Cost Control are not required if contract type is Fixed-Price)

0=Unsatisfactory	1=Poor	2=Fair	3=Good	4=Excellent	5=Outstanding
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Government Comments for Cost Control (2000 characters maximum):

#### Timeliness of Performance

0=Unsatisfactory	1=Poor	2=Fair	3=Good	4=Excellent	5=Outstanding
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Government Comments for Timeliness of Performance (2000 characters maximum):

**Business Relations**

0=Unsatisfactory	1=Poor	2=Fair	3=Good	4=Excellent	5=Outstanding
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Government Comments for Business Relations (2000 characters maximum):

**Additional Info****Subcontracts**Are subcontracts involved? ☐ Yes ☐ No (Check one)

Government Comment on subcontracts (2000 characters maximum):

**Contractor Key Personnel**

Contractor Manager/Principal Investigator (name):

Government Comment on Contractor Manager/Principal Investigator (2000 characters maximum):

Contractor Key Person (name):

Government Comment on Contractor Key Person (2000 characters maximum):

Contractor Key Person (name):

Government Comment on Contractor Key Person (2000 characters maximum):

**Small Business Subcontracting Plan**Did the contractor make a good faith effort to comply with its subcontracting plan consistent with the goals and objectives, reporting and other aspects of the plan? ☐ Yes ☐ No ☐ N/A (Check one)

If this is a bundled contract, did the contractor meet the goals and objectives for small business participation?

☐ Yes    ☐ No    ☐ N/A (Check one)

Government Comments on Small Business Subcontracting Plan (2000 characters maximum):

**Small Disadvantaged Business Goals**

Did the contractor make a good faith effort to comply with its subcontracting plan consistent with the goals and objectives, for small disadvantaged business (SDB) participation, monetary targets for SDB participation, and required notifications?    ☐ Yes    ☐ No    ☐ N/A (Check one)

Government Comments on Small Disadvantaged Business Goals (2000 characters maximum):

**Customer Satisfaction**

Is/was the contractor committed to customer satisfaction?    ☐ Yes    ☐ No (Check one)

Would you recommend the selection of this firm again?    ☐ Yes    ☐ No (Check one) – FINAL REPORT ONLY

Government Comments on Customer Satisfaction (2000 characters maximum):

## Admin Info

**Project Officer/COTR**

**Name:**

**Phone:**

**Fax:**

**E-mail Address:**

**Contractor Representative**

**Name:**

**Phone:**

**Fax:**

**E-mail Address:**

**Alternate Contractor Representative** *(Required to insure that at least one person is notified of evaluation)*

**Name:**

**Phone:**

**Fax:**

**E-mail Address:**

**Contracting Officer:**

**Name:**

**Phone:**

**Fax:**

**E-mail Address:**



## Contractor Comments

### Quality of Product of Service

☐ Contractor has elected not to comment

Contractor Comments for Quality of Product of Service (2000 characters maximum):

### Cost Control

☐ Contractor has elected not to comment

Contractor Comments for Quality of Product of Service (2000 characters maximum):

### Timeliness of Performance

☐ Contractor has elected not to comment

Contractor Comments for Timeliness of Performance (2000 characters maximum):

### Business Relations

☐ Contractor has elected not to comment

Contractor Comments for Business Relations (2000 characters maximum):

### Overall Comment

☐ Contractor has elected not to comment

Contractor Comments for Quality of Product of Service (2000 characters maximum):

## Rating Guidelines

### Quality of Product or Service

**0 = Unsatisfactory   1 = Poor   2 = Fair   3 = Good   4 = Excellent   5 = Outstanding**

- Unsatisfactory** Non-conformances are jeopardizing the achievement of contract requirements, despite use of Agency resources. Recovery is not likely. If performance cannot be substantially corrected, it constitutes a significant impediment in consideration for future awards containing similar requirements.
- Poor** Overall compliance requires significant Agency resources to ensure achievement of contract requirements.
- Fair** Overall compliance requires minor Agency resources to ensure achievement of contract requirements.
- Good** There are no, or very minimal, quality problems, and the Contractor has met the contract requirements.
- Excellent** There are no quality issues, and the Contractor has substantially exceeded the contract performance requirements without commensurate additional costs to the Government.
- Outstanding** The contractor has demonstrated an outstanding performance level that was significantly in excess of anticipated achievements and is commendable as an example for others, so that it justifies adding a point to the score. It is expected that this rating will be used in those rare circumstances where contractor performance clearly exceeds the performance levels described as "Excellent".

### Cost Control

**0 = Unsatisfactory   1 = Poor   2 = Fair   3 = Good   4 = Excellent   5 = Outstanding**

- Unsatisfactory** Ability to manage cost issues is jeopardizing performance of contract requirements, despite use of Agency resources. Recovery is not likely. If performance cannot be substantially corrected, this level of ability to manage cost issues constitutes a significant impediment in consideration for future awards.
- Poor** Ability to manage cost issues requires significant Agency resources to ensure achievement of contract requirements.
- Fair** Ability to control cost issues requires minor Agency resources to ensure achievement of contract requirements.
- Good** There are no, or very minimal, cost management issues and the Contractor has met the contract requirements.
- Excellent** There are no cost management issues and the Contractor has exceeded the contract requirements, achieving cost savings to the Government.
- Outstanding** The contractor has demonstrated an outstanding performance level that justifies adding a point to the score. It is expected that this rating will be used in those rare circumstances where the contractor achieved cost savings and performance clearly exceeds the performance levels described as "Excellent".

## **Timeliness of Performance**

**0 = Unsatisfactory 1 = Poor 2 = Fair 3 = Good 4 = Excellent 5 = Outstanding**

**Unsatisfactory** Delays are jeopardizing the achievement of contract requirements, despite use of Agency resources. Recovery is not likely. If performance cannot be substantially corrected, it constitutes a significant impediment in consideration for future awards.

**Poor** Delays require significant Agency resources to ensure achievement of contract requirements.

**Fair** Delays require minor Agency resources to ensure achievement of contract requirements.

**Good** There are no, or minimal, delays that impact achievement of contract requirements.

**Excellent** There are no delays and the contractor has exceeded the agreed upon time schedule.

**Outstanding** The contractor has demonstrated an outstanding performance level that justifies adding a point to the score. It is expected that this rating will be used in those rare circumstances where contractor performance clearly exceeds the performance levels described as "Excellent".

## **Business Relations**

**0 = Unsatisfactory 1 = Poor 2 = Fair 3 = Good 4 = Excellent 5 = Outstanding**

**Unsatisfactory** Response to inquiries and/or technical, service, administrative issues is not effective. If not substantially mitigated or corrected it should constitute a significant impediment in considerations for future awards.

**Poor** Response to inquiries and/or technical, service, administrative issues is marginally effective.

**Fair** Response to inquiries and/or technical, service, administrative issues is somewhat effective.

**Good** Response to inquiries and/or technical, service, administrative issues is consistently effective.

**Excellent** Response to inquiries and/or technical, service, administrative issues exceeds Government expectation.

**Outstanding** The contractor has demonstrated an outstanding performance level that justifies adding a point to the score. It is expected that this rating will be used in those rare circumstances where contractor performance clearly exceeds the performance levels described as "Excellent".

**Exhibit 4**

**SUBCONTRACTING CERTIFICATION**

In accordance with Federal Acquisition Regulation (FAR) 52.219-14 Limitations on Subcontracting, I hereby certify that in performance of contract number (insert contract number); (insert Contractor Name) has expended at least 50 percent of the cost of contractor performance for employees of this concern.

\_\_\_\_\_  
Name of Official

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## EXHIBIT 5

DEA-2852.204.86 (November 2009)

DEA-2852.204.86 (November 2009)

**SECURITY REQUIREMENTS FOR ACCESS TO SECRET AND COMSEC INFORMATION**

- **A FORM DD-254, DEPARTMENT OF DEFENSE, CONTRACT SECURITY CLASSIFICATION IS REQUIRED FOR THIS CONTRACT**
- **DOD/DSS JPAS PERSON SUMMARY FORMS ARE REQUIRED FOR CONTRACTOR'S PERSONNEL**

DEA's personnel, information, and facility security requirements for contracts, task orders, delivery orders, purchase orders, blanket purchase agreements, reimbursable agreements, and other type of contractual agreements (hereafter referred to as Contract and Contractor) to provide goods and services to DEA are hereby provided for the subject access level. The forms listed in Section V are available at [www.dea.gov](http://www.dea.gov). Click on Acquisitions and Contracts and go to Security Forms. The DEA website should be checked every 90 days for the most recent version of Security Provision No. DEA-2852.204.86.

**I. GENERAL****A. Contractor's Security Officer**

1. The Contractor shall establish and maintain a security program to ensure that all requirements set forth in this provision are accomplished efficiently and effectively. The Contractor's time and expenses for recruiting, interviewing, and security screening are considered overhead and may not be billed directly to DEA.
2. The Contractor shall designate a Security Officer, and an Alternate Security Officer in case of the primary Security Officer's absence, with the authority and responsibility to perform personnel security screening to the extent possible.
3. The Contractor shall make every effort to preclude incurrence of avoidable costs by the Government by ensuring that all applicants and personnel furnished on this contract are eligible, reliable, and of reputable background and sound character. Security screening shall include, but not be limited to, verification of current home address, telephone number, and prior work experience, and resolution of delinquent debt related issues that have the potential to disqualify an applicant from consideration for employment on a DEA contract/ agreement.
4. The Contractor shall ensure that applicants submitted to DEA meet the basic eligibility requirements, such as job skills, certificates if required, residency, and none of the disqualifying factors described below. DEA recognizes that law enforcement records and other information the Contractor is able to obtain regarding an individual's history relative to the disqualifying factors is limited. However, the Contractor is encouraged to include questions pertaining to the disqualifying factors when interviewing applicants.

DEA-2852.204.86 (November 2009)

DEA-2852.204.86 (November 2009)

5. Debt-related issues are the most prevalent derogatory issues found during background investigations and cause delays in the adjudication of security clearances. The Contractor is encouraged to obtain the applicant/employee's credit report and have any issues resolved prior to submitting the security clearance request forms to DEA. DEA currently uses Equifax Credit Reporting Services; however, the Contractor may use the credit reporting agency of its choice. In compliance with the Fair Credit Reporting Act of 1970, as amended (15 U.S.C. 1681, *et seq.*), the following must be used when the Contractor obtains a credit report:
- a. A credit report shall be obtained for accounts in the applicant/employee's name only. This will be a "persona report for employment purposes." *Do not obtain a credit report for joint accounts.*
  - b. The Contractor shall provide a written notice/release to the applicant/employee that a credit report may be used for employment purposes. The applicant/employee shall sign and date the notice/release and provide it to the Contractor before the credit report is obtained by the Contractor. The Contractor is not authorized to obtain a credit report prior to receipt of the signed notice/release. This signed notice/release is required in addition to the form DOJ-555, Disclosure and Authorization Pertaining to Consumer Reports, Pursuant to the Fair Credit Reporting Act. A copy of the signed notice/release shall be submitted to DEA with the DOJ-555.
  - c. The Contractor shall not take adverse action against the applicant/employee, based in whole or in part upon the credit report, without first providing the applicant/employee a copy of the credit report and a written description of the applicant/employee's rights as described under Section 1681g(c)(3) of Title 15 U.S.C.
  - d. If a potentially disqualifying debt-related issue surfaces that the applicant/employee omitted from the SF85P, Questionnaire for Public Trust Positions, the security clearance request forms should not be submitted to DEA unless the applicant/employee can provide strong mitigating information that clearly explains the omission and how the issue will be satisfactorily resolved.
  - e. Blank forms and additional information regarding credit reports are available at [www.dea.gov](http://www.dea.gov); click on Acquisitions & Contracts; and go to Security Forms.
6. The Contractor shall ensure that all security related forms and questionnaires are filled out correctly and completely and are signed, dated, and submitted to the Contracting Officer's Technical Representative or Task Monitor (COTR/TM) in a timely manner. *Personnel security packages with incomplete documentation may be rejected and returned to the contractor without any further actions performed by DEA.*
7. DEA's request for additional information or documents regarding the background investigation shall be responded to within 30 days unless the COTR/TM provides a written extension. *Failure to submit the requested information or documents in a timely manner may result in the applicant being determined unreliable and unsuitable for employment on a DEA contract/ agreement.*

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**B. General Requirements**

1. The Contractor shall hold a current Facility Clearance at the SECRET or INTERIM SECRET level (or above) through the Department of Defense/Defense Security Service (DOD/DSS). Requests for personnel security background investigations and adjudication of eligibility for security clearances shall be performed through DOD/DSS. DEA will provide a Form DD-254, Department of Defense, Contract Security Classification Specification, as part of this contract.
2. Contractors shall include the following statement in employment advertisements: *"Applicants selected will be subject to a Government security background investigation and must meet eligibility and suitability requirements."*
3. DEA will conduct record checks to supplement and update the Department of Defense/Defense Security Service (DOD/DSS) background investigation for all Contractor personnel to be assigned to this contract and on those officials of the company who will be directly involved in any aspect of management of the assigned personnel.
4. As a minimum, DEA will query the following record systems:
  - a. Narcotics and Dangerous Drug Information System (NADDIS)
  - b. National Crime Information Center (NCIC)
  - c. National Law Enforcement Telecommunications System (NLETS)
  - d. Credit Reporting Agencies
5. Only U.S. citizens, by birth or naturalized, shall be permitted to perform services on this contract.
6. All applicants must have resided in the United States for at least three (3) years of the last five (5) years, *unless the applicant was:* (The three years do not have to be consecutive.)
  - a. A U.S. Government employee assigned to a U.S. embassy or U.S. consulate in a foreign country;
  - b. A U.S. Government contractor's employee, who is a U.S. citizen assigned to a U.S. embassy, U.S. consulate, or U.S. military installation in a foreign country, and who is not ordinarily a resident of the country;
  - c. A member of the U.S. armed forces stationed in a foreign country; or
  - d. A dependent family member of a U.S. Government or U.S. armed forces employee assigned overseas.
7. All personnel assigned to this contract must be approved in writing by the DEA Office of Security Programs for access to SECRET national security information in DEA's possession.

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8. The Contractor's employee(s) shall not be assigned to perform services for DEA until the Contractor has been notified in writing by the COTR/TM that the individual(s) has been approved by the DEA Office of Security Programs.

9. The security suitability standards defined in Executive Order 12968 shall apply. Applicants whose supplemental record checks result in a determination of unsuitable or are otherwise determined unfavorable based on derogatory information shall be removed from further consideration for performance under this or *any* DEA contract. DEA reserves the right to refuse the services of and/or terminate the access of any Contractor employee or applicant who is or may be judged a risk. The COTR/TM will inform the Contractor in writing of any objections concerning specific applicants and personnel, but is not permitted to provide specific information due to the Freedom of Information Act and the Privacy Act (FOIA/PA).

10. A determination by DEA that a person is not suitable to perform work under this contract is not a denial, suspension, or revocation of a previously granted security clearance by another agency nor shall it be interpreted as a direction or recommendation to the Contractor regarding the suitability of an affected individual for employment outside the scope of DEA.

11. The Contractor shall immediately inform the COTR/TM in writing when an employee or applicant for a DEA contract has transferred to another contract, has resigned or has been terminated by the Contractor, or any other type of action that constitutes a break in the Contractor-employee relationship. The COTR/TM shall provide such information in writing to the DEA Office of Security Programs.

12. The COTR/TM shall be the Contractor's point of contact for all personnel security communications, inquiries, and issues regarding this contract. All required documents must be submitted by the Contractor to the COTR/TM. The COTR/TM will not communicate directly with the Contractor's employees or applicants regarding personnel security issues unless communicating through the Contractor would violate the FOIA/PA. Additionally, the DEA Office of Security Programs will not communicate directly with the Contractor, its employees, or its applicants.

#### **C. Documentation Requirements**

1. The forms and documents described below in *Items 3 through 10* shall be completed as instructed for each form and submitted to the COTR/TM. The Contractor shall reproduce the forms listed below under **V. SECURITY FORMS** as needed. The completed forms will be used by DEA to supplement the background investigation previously conducted by the DOD/Defense Security Service (DSS). DO NOT SUBMIT FORMS AND DOCUMENTS THAT ARE NOT REQUIRED BELOW AND DO NOT SUBMIT EXTRA COPIES.

2. Do not staple or use ACCO fasteners or otherwise bind the forms together. A paper clip or binder clip will suffice. Put each applicant's forms in a separate envelope with the name of the

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Contractor, contract number, and the applicant's full name and labor category on the front of the envelope. Submit the completed forms to the COTR/TM at the address provided elsewhere in this contract via hand delivery, FedEx, UPS, Express Mail, Registered Mail, Delivery Confirmation, etc., to have a record of delivery and receipt.

3. One (1) original and separate transmittal letter on official company stationery for each applicant which indicates the contract/order/agreement number, the applicant's full name, social security number, and labor category.

4. One (1) original of the form, Contract Employee's Authorization to Conduct Agency-Specific Record Checks (February 2009).

5. One (1) copy of a current (Joint Personnel Adjudication System) JPAS Person Summary from the DOD/Defense Security Service (DSS) which states eligibility for a SECRET or TOP SECRET national security information (NSI) clearance. (See Item 5b. below regarding interim clearances.)

5a. A DSS JPAS Person Summary is considered current as follows and is based on the completion date of the background investigation. It is not based on the date the clearance was granted by DSS or the date the JPAS Person Summary was issued to the Contractor:

SECRET—The completion date of the background investigation or periodic reinvestigation is not more than (10) years ago.

TOP SECRET—The completion date of the background investigation or periodic reinvestigation is not more than five (5) years ago.

5b. For COMSEC access, the DSS SECRET clearance must be final (not interim). An interim TOP SECRET clearance granted by DSS will be accepted only if it is based on a final SECRET clearance. A copy of the final TOP SECRET clearance shall be provided to the COTR/TM upon receipt. *The COTR/TM shall forward the final clearance to DEA Headquarters/Personnel Security Section.*

5c. If the applicant is cleared for SECRET, TOP SECRET, or INTERIM TOP SECRET by DSS through a different Contractor, the JPAS Person Summary with the corporate name of the other Contractor will be accepted. The new Contractor shall obtain a JPAS Person Summary with its name as the "Organization" and submit it to the COTR/TM within 10 days of the individual reporting for duty on this contract. *The COTR/TM shall forward the new JPAS Person Summary to DEA Headquarters/Personnel Security Section.*

5d. **Do not submit a JPAS Person Summary that states:** Loss of Jurisdiction, Declination, Discontinued, Cancelled, Denied, Revoked, Suspended, or any other terminology which indicates the applicant does not have a current SECRET clearance or current eligibility for a SECRET clearance or

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interim TOP SECRET clearance.

6. One (1) original of the 3-page Drug Use Statement. The witness may be the Contractor's Security Officer, personnel officer, project officer, project manager, vice president, or president or a notary public as long as the witness occupies a position of responsibility and is not a relative of the applicant. *The witness' name and title must be printed under the signature line.*
7. One (1) original of Department of Justice Form DOJ-555, Disclosure and Authorization Pertaining to Consumer Reports, Pursuant to the Fair Credit Reporting Act. The "Current Organization Assigned" is the Contractor's corporate name plus the DEA Division/Office for this contract.
8. One (1) copy of the form entitled, RELEASE—FAIR CREDIT REPORTING ACT OF 1970, AS AMENDED. This form is required in addition to the DOJ-555 above.
9. *If applicable, one (1) copy of the Declaration and one (1) copy of the Trustee's most recent quarterly payment statement or completion of repayment if the applicant filed bankruptcy under Chapter 13 within the past ten years, or one (1) copy of the Order discharging the debt if the applicant filed bankruptcy under Chapter 7 within the past ten years.*
10. *If applicable, one (1) copy of any other documents as proof of satisfactorily resolving a delinquent debt issue(s).*

**D. Disqualifying Factors**

Issues may surface concerning security approval or retention of a Contractor's applicant or employee that are not addressed in this contract/order/agreement. If there is any doubt regarding the suitability of an applicant or employee, the individual will not be approved for assignment to this or any DEA contract/order/agreement.

1. **Suitability is a requirement for employment on a DEA contract as it concerns a person's conduct, character, reputation, reliability, trustworthiness, loyalty to the United States, and fitness as related to the efficiency of DEA.** To be suitable, a person's employment or continued employment must be reasonably expected to promote the efficiency of DEA. A reasonable expectation that a person's employment will not promote the efficiency of the DEA is established when an adverse connection, or nexus, is shown between the conduct in question and the performance of the person or DEA accomplishing its mission.
2. The following factors are grounds for mandatory disqualification for employment on a DEA contract/order/agreement and from further consideration for any type of employment involving DEA. The Contractor is responsible for interviewing each applicant and reviewing the completed forms using the following criteria. If relevant information obtained is determined as a mandatory disqualification factor, a request for approval should not be sent to DEA until the disqualifying factor is resolved

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favorably.

2a. **Criminal Record**

2a-1. Conviction resulting from a felony charge(s), regardless of when the conviction occurred.

2a-2. Multiple misdemeanor convictions, regardless of when the convictions occurred.

2a-3. Pending indictments or pending criminal charges, regardless of whether the charge(s) is a felony or misdemeanor.

2a-4. Currently serving a period of probation resulting from a criminal conviction, regardless of whether the conviction is for a felony or a misdemeanor charge.

2b. **Illegal Drug Use**

2b-1. DEA's mission is to enforce the Controlled Substances Act, 21 USC 801 *et seq.* The illegal use of drugs by any of its personnel, including contractor personnel, may adversely affect the performance of its mission, create a danger to the public safety, expose the agency to civil liability, jeopardize criminal investigations and prosecutions, lead to corruption, or undermine public confidence. Because of its law enforcement responsibilities and the sensitive nature of its work, DEA has a compelling obligation to ensure a workplace that is free of illegal drugs.

2b-2. Applicants who are found, through investigation or personal admission, to have experimented with or used narcotics or dangerous drugs, except those medically prescribed, possibly may be disqualified for employment on a DEA contract/order/agreement. Disclosed drug use will be decided on a case-by-case basis. Experimental use or use of any narcotic or dangerous drug, including marijuana, except medically prescribed, after employment on a DEA contract is cause for removal.

2c. **False Statements**

2c-1. A false statement is the deliberate omission, concealment, or falsification of relevant and material facts from any personnel security questionnaire, personal history statement, or similar form or interview used to conduct investigations, determine employment qualifications, award benefits or status, such as:

2c-2. Altering the condition of discharge on military documents.

2c-3. Altering college transcripts.

2c-4. Falsely completing or failure to disclose information on the SF-86 or any other documents used in the background investigation process.

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2c-5. Conflicting statements of drug use, either on the SF-86, on the Drug Use Statement, or during the background investigation.

2d. **Debt Related Issues**

2d-1. The terms indebtedness, delinquent debt, and debt related issues mean lawful financial obligations that are just debts that are past due. Debt related issues raise of number of suitability and security concerns that an individual must satisfactorily resolve before an affirmative adjudicative decision can be made.

2d-2. Each applicant's indebtedness will be reviewed on an individual basis.

2d-3. Court imposed judgments, defaulted student loans, and other delinquent financial obligations imposed by law (e.g., child support payments, Federal, state, or local taxes) are matters of serious concern. The mandatory disqualification policy applies to those applicants who cannot satisfactorily document their efforts to repay student loans or to pay child support, taxes, or judgments.

2e. **Allegiance to the United States**

2e-1. Evidence of activities developed during the background investigation that would bring the applicant's allegiance to the United States into question, such as:

2e-2. Involvement in any act of sabotage, espionage, treason, terrorism, sedition, or other act whose aim is to overthrow the Government of the United States or alter the form of government by unconstitutional means.

2e-3. Foreign influence or preference.

2f. **Personal Conduct**

2f-1. Evidence of any of the following activities developed during the background investigation relative to the applicant's conduct and integrity:

2f-2. Reliable, unfavorable information provided by associates, employers, coworkers, neighbors, and other acquaintances.

2f-3. Infamous, dishonest, immoral, or notoriously disgraceful conduct, habitual use of intoxicants to excess, drug addiction, or sexual perversion. *Sexual behavior is a concern if it involves a criminal offense, indicates a personality disorder or emotional disorder, subjects the applicant to coercion, exploitation, or duress, or reflects lack of judgment or discretion. Sexual orientation or preference may not be used as a basis for, or a disqualifying factor in, determining a person's suitability.*

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2f-4. Illness, including any mental condition, the nature of which in the opinion of competent medical authority may cause significant defect in the judgment or reliability of the employee, with due regard to the transient or continuing effect of the illness and the medical findings in such case.

2f-5. Any facts which furnish reason to believe that the applicant may be subjected to coercion, influence, or pressure which may cause him/her to act contrary to the best interest of DEA.

2f-6. Association with persons involved in criminal activity.

2f-7. Current or recent history of continuing alcohol or prescription abuse.

2f-8. Misuse of information technology systems.

**E. Personnel Security Requirements**

**NOTICE:** *Special security personnel requirements for COMSEC access will be provided upon contract award because the document is marked "OFFICIAL USE ONLY" and may not be made available to the public.*

1. When the Contractor's employee reports for duty on a DEA contract, the COTR/TM will provide the following form to the Contractor's employee and obtain the employee's signature prior to the commencement of services: One (1) original of DEA Form 487 entitled, Reporting Responsibilities/NonDisclosure Agreement. This form must be witnessed and signed by a DEA employee.

2. The Contractor shall notify the COTR/TM in writing of the following, prior to occurrence or immediately thereafter, when a Contractor employee has a change in marital status. The COTR/TM will notify ISR.

2-a. Married, divorced, or widowed.

2-b. Date, city, and country of marriage, divorce, or death of spouse.

2-c. Full name of current or former spouse (if notifying of a marriage, include wife's maiden name and any former married names(s)).

2-d. New spouse's social security number, date of birth, and place of birth (city, state, and country).

2-e. New spouse's citizenship (include as applicable: alien registration number, date and place of entry into the United States, date and place of naturalization including courthouse and complete address, and citizenship certificate number).

3. If the Contractor is notified that an employee's access to DEA has been revoked or suspended, the Contractor must remove the employee immediately from further performance of services for DEA.

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4. The Contractor shall submit employees assigned to this contract to DOD/DSS for periodic reinvestigations as required by the National Industrial Security Program and provide current JPAS Person Summary forms to the COTR/TM. The COTR/TM shall submit the new JPAS Person Summary forms to DEA Headquarters/Personnel Security Section.

**F. Information Security Requirements--National Security Information (NSI) Access**

1. Work performed under this contract requires access to national security information/material classified at the SECRET level. The Contractor and its personnel shall comply with all Federal, Department of Justice, and DEA regulations, policies, and guidelines regarding information security.

2. Prior to the commencement of any work for DEA, the Contractor's employee(s) shall declare in writing (utilizing form DEA-487, Reporting Responsibilities/NonDisclosure Agreement, described above in Paragraph E-1a) that he or she intends to be governed by and comply with Federal laws prohibiting the disclosure of information obtained during the course of their work for DEA. The declaration will be witnessed and accepted by a duly authorized DEA representative (generally the COTR/TM or a DEA Security Officer) on behalf of the Administrator, DEA.

3. All source materials, information, and resultant work products are the property of DEA and shall not be used by the Contractor for any other purpose. All data received by the Contractor and its employees shall be handled, stored, transmitted, reproduced, and destroyed in accordance with DEA procedures. Upon termination or expiration of a contract, all data (documents and other media) and work products shall be relinquished immediately to the COTR/TM.

4. The Contractor and its personnel shall hold all information obtained under a DEA contract in the strictest confidence. All information obtained shall be used only for the purpose of performing this contract and shall not be divulged nor made known in any manner to any person except as necessary to perform this contract. The Contractor's employee(s) shall not divulge, sell, or distribute any information at any point in time, even after termination or expiration of a contract.

5. Except as specifically authorized in writing by the COTR/TM, the Contractor's personnel are prohibited from bringing any form of outside computer media into the Government (DEA) facility and introducing it onto Government-owned computers or Contractor-supplied computers located in the Government facility.

6. Except as specifically authorized by the COTR/TM, the Contractor's personnel are prohibited from removing any documents, records, source media, supplies, or equipment from the Government facility.

7. Except as specifically authorized by the COTR/TM, the Contractor's personnel are prohibited from reproducing DEA source media or written products.

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8. The Contractor shall notify each of its officers and employees having access to DEA information that such information may be used only for the purpose and to the extent authorized in this contract, and that disclosure of any information, by any means, for a purpose or to an extent unauthorized herein, may subject the offender to criminal sanctions imposed by 18 USC 641. 18 USC 641 provides, in pertinent part, that whoever knowingly converts to their use or the use of another, or without authority, sells, conveys, or disposes of any record of the United States or whoever receives the same with intent to convert it to their use or gain, knowing it to have been converted, shall be guilty of a crime punishable by a fine of up to \$10,000.00 or imprisoned up to ten (10) years, or both.

9. The Contractor and its employees shall ensure that information technology (IT) systems are appropriately safeguarded. If new or emerging security threats or hazards are discovered or anticipated by either the Government or the Contractor, or if existing security safeguards cease to function, the discoverer shall bring the situation to the attention of the other party immediately.

**G. Facility Security Requirements**

1. All work will be performed at the Government (DEA) site unless stated otherwise in the Statement of Work and on the Form DD-254, Department of Defense, Contract Security Classification. "Safeguarding" at the SECRET level will be indicated on the DD-254 if handling and/or storage of classified information/material is required at the Contractor's site.

2. The Contractor shall be responsible for physically safeguarding all Government (DEA) records in its possession, including records in the possession of the Contractor's personnel, from theft, tampering, misuse, etc.

**H. Facility Access Requirements**

*The following requirements ensure Compliance with Homeland Security Presidential Directive-12 (HSPD12) and Federal Information Processing Standard Publication 201 (FIPS 201), entitled "Personal Identification Verification (PIV) for Federal Employees and Contractors," Phase I.*

1. Contractor Personnel must present to DEA two types of identification in original form prior to being issued a facility access/building pass. At least one form of identification shall be a valid state or U. S. Government issued picture ID. The other acceptable types of identification are:

- United States Passport (unexpired or expired).
- Driver's license issued by a state or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, sex, height, eye color, and address.
- Identification card issued by a state or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, sex, height,

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eye color, and address.

- Voter's Registration Card
- United States Social Security Card
- Birth Certificate (original or certified)
- United States military card or draft record
- Military dependent identification card
- United States Coast Guard Merchant Mariner Card
- Native American Tribal Document
- Certificate of United States Citizenship
- Certificate of Naturalization
- Certificate of Birth Abroad of a Citizen of the United States
- United States Citizen Identification Card

2. Contractor Personnel must appear in person at least once before a DEA official who is responsible for checking the identification documents.

3. For Contractor Personnel who report(ed) for assignment to a DEA contract under a waiver pending completion of the background investigation, the facility access/building pass shall be revalidated by DEA when the background investigation is completed and favorably adjudicated. If the final adjudication is unfavorable for any reason, facility access/building passes badges issued under a waiver will be suspended or revoked.

4. The COTR/TM is responsible for collecting all DEA-issued property upon the departure of an individual from assignment to this contract/order/agreement. DEA-issued property includes, but is not limited to: Building Passes, Identification Badges, Credentials, Computers, Files (paper or electronic media), and Office Equipment, Supplies and Accessories.

## **II. STANDARDS OF CONDUCT**

A. The Contractor shall be responsible for maintaining satisfactory standards of employee competence, conduct, appearance, and integrity and shall be responsible for reporting allegations of misconduct to the COTR/TM.

B. All of the Contractor's employees performing work under this contract are required to comply with the following minimum standards of conduct:

1. Report all incidents of being arrested, taken into custody, held for investigation, or detained for questioning to the Contractor's supervisor and the COTR/TM.
2. Report all accidents or other infractions to the Contractor's supervisor and the COTR/TM if utilization of an official Government vehicle is authorized by this contract.

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3. Do not utilize an official Government vehicle while under the influence of alcohol or drugs.
4. Do not be under the influence of intoxicants or at the start of or at any time during working hours.
5. Do not consume alcoholic beverages during assigned duty hours, including time taken for meals.
6. Do not consume alcoholic beverages in DEA offices or on Government property, including during off-duty hours.
7. Do not use your position on a DEA contract for private gain or coerce or give the appearance of coercion for financial benefit to yourself or another person.
8. Do not use your position on a DEA contract to bribe public officials or witnesses.
9. Do not use your position on a DEA contract to tamper with or remove evidence in the possession of DEA or in the possession of a DEA employee.
10. Do not solicit or otherwise engage in personal business transactions that involve or give the appearance of involving the use of official time or Government facilities.
11. Do not use information that comes to you in your position on a DEA contract for financial gain or for the financial gain of another person.
12. Do not embezzle, steal, purloin, sell, convey, or dispose of in an unauthorized manner any record, voucher, money, substance, or thing of value to the United States Government.
13. Do not use any of the following for personal purposes: DEA office space or other Government facilities, official Government vehicles, Government-furnished transportation, postage-paid envelopes or labels, computers, copiers, telephones, or any other Government-purchased items or services.
14. Do not associate, in any manner, with individuals known or suspected to be involved in illegal drug trafficking or other criminal activity.
15. Do not destroy, mutilate, remove, falsify, conceal, alter, or make an unauthorized copy of a Government record for your own purposes.
16. Do not, knowingly or willingly, communicate, furnish, transmit, or otherwise divulge privilege, administratively controlled, sensitive but unclassified, or classified information to an unauthorized person which reasonably could be expected to cause damage to the national security of the United States; would adversely affect the accomplishment of DEA's mission, operations, or functions; or would be contrary to law, regulation, or public policy.

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17. Do not make false or fraudulent statements or create false documents.
18. Do not record conversations of DEA employees or other Contract employees without the consent of all parties, except as specifically authorized in a contract to provide assistance to DEA in conducting official authorized investigations.
19. Do not participate in gambling, betting, or managing lotteries while in DEA offices or on Government property while on or off duty or while on duty at any location.
20. Do not engage in teaching, writing, or lecturing that is dependent on information obtained as a result of your assignment to a DEA contract without specific, written permission by the DEA Contracting Officer.

C. The Contractor's employees shall maintain a neat, well-groomed, and business-like appearance at all times while on official duty. Except when authorized by the COTR/TM to use another mode of dress because of the need to perform a special task or for other circumstance (e.g., placing retired files in boxes), the standard of dress is "business casual" as follows: Male employees shall wear conservative dress shirts and dress slacks (or uniforms when required by the contract). Female employees shall wear conservative dresses, dress slacks or skirts and sweaters or blouses (or uniforms when required by the contract).

### III. REMOVAL FROM WORK

A. The Contractor shall inform its employees of their duties, obligations, and responsibilities under this contract. The Contractor and its employees agree that, in addition to any other actions DEA may be entitled to utilize or employ, any Contractor employees who fail to cooperate fully with any inquiry or investigation or who fail or refuse to perform any duty under this contract/order/agreement may immediately and without advance notice have their DEA access suspended or revoked, be removed from the work site, and be released from their contractual duties. Additionally, DEA reserves the right to take any and all relief appropriate under the circumstances. In the event that any such action is taken, neither the Contractor nor its employees are entitled to be informed of the basis for the action. Such notice is within the sole discretion of DEA. In these instances, neither the Contractor nor its personnel will be entitled to any compensation for DEA's actions.

B. At the direction of the Contracting Officer, the Contractor is required to immediately remove any person from work under this contract should it be determined by DEA that such a person has violated or is in violation of the Standards of Conduct described above or another performance standard or requirement described in this contract; has been disqualified for either suitability or security reasons; who is found to be unfit for the performance of duties; whose continued work under this contract may jeopardize, compromise, or disrupt the safety and security of DEA facilities, property, information, and operations; who presents an actual or potential threat

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of any kind to DEA employees, official visitors, or the visiting public; or, whose continued work under this contract is otherwise contrary to the public interest as determined by the Contracting Officer.

C. The Contracting Officer will notify the Contractor orally or in writing of the need to remove or of the removal of any person from performance of work under this contract. Oral notification will be confirmed in writing by the Contracting Officer. Removals may be effective for a temporary period or permanently, as directed by the Contracting Officer. The Contracting Officer's determination to permanently remove a person from work under this contract shall be final. The Government is not obligated to inform either the Contractor or the person removed from work under this contract/order/agreement of the reason for the removal.

D. Any costs incurred by the Contractor for removal of a Contractor's employee from work under this contract and any costs incurred in the replacement—including, but limited to—costs for recruiting, training, certifying, clearing, and otherwise qualifying replacement personnel, travel, or litigation are not reimbursable to the Contractor.

E. *REPEATED:* A determination by DEA that a person is not suitable to perform work under this order is not a denial, suspension, or revocation of a previously granted security clearance by another agency and nor shall it be interpreted as a direction or recommendation to the Contractor regarding the suitability of the affected individual for employment outside the scope of DEA.

#### IV. ADMINISTRATIVE INQUIRIES

A. The Contractor, its officers, and its employees assigned to, or otherwise participating in the performance of this contract, shall comply with the following ADMINISTRATIVE INQUIRIES provision. The provision authorizes the conduct of appropriate investigations and inquiries by duly appointed personnel conducting examinations, reviews, or investigations into information concerning inappropriate conduct and/or allegations of impropriety, whether such conduct is criminal or administrative in nature.

B. The Contractor shall obtain, and make available upon request by the Contracting Officer, a certification, signed by each contract employee participating in the performance of this contract, attesting to the fact that they have been apprised of and will comply with the ADMINISTRATIVE INQUIRIES provision as stated herein.

1. The Drug Enforcement Administration (DEA) is a Federal law enforcement agency charged with investigating and prosecuting persons violating the drug laws of the United States. To ensure the public has the highest degree of confidence in the integrity, operations and activities of the DEA, it is essential that the personnel assigned to or employed by Contractors that support DEA conduct themselves appropriately and in accordance with applicable law and regulation.

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2. The Contractor and its personnel agree that an inspector or investigator of the DEA, the Department of Justice, or any other duly authorized organization or entity shall have the right to conduct any and all inquiries or investigations deemed appropriate by such organizations or entities in response to information concerning, or allegations about, improper conduct or inappropriate actions, whether such conduct is criminal or administrative in nature.
3. The Contractor and its personnel agree to cooperate fully and to the best of their ability with any such inquiries or investigations.
4. The Contractor and its personnel agree that persons performing such investigations or inquiries have the right to question the Contractor personnel. Contractor personnel will respond fully and truthfully to such questioning and provide, as required, sworn statements, declarations, or affirmations, as directed, or participate in transcribed interviews as directed.
5. Contract personnel will retain their constitutional protection against compelled self-incrimination at all times. However, contract employees are required to answer questions under the following conditions: (1) if the subject being questioned is informed that the inquiry being conducted will not subject them to criminal prosecution, and (2) that any statements made by the subject cannot be used against the subject in any criminal prosecution (except in cases where the subject is criminally prosecuted for knowingly and willfully providing false information to investigating personnel). When these conditions are met, the subject is required to respond to questioning in accordance with this provision.
6. The Contractor and its personnel agree that there is no expectation of privacy in any DEA assigned or controlled work space, including offices, workstations, closets, or storage facilities, nor is there any expectation of privacy in any equipment or other asset or fixture including but not limited to desks, safes, file cabinets or containers of any kind, computers and any storage media, or any such spaces or equipment provided by the Contractor or its personnel for use in DEA facilities or premises. Contractor personnel shall be placed on notice that any space or equipment may be searched with or without notice to the Contractor and its personnel.
7. The Contractor shall inform its employees of their duties, obligations, and responsibilities under this contract/order/agreement. The Contractor and its personnel agree that, in addition to any other actions DEA may be entitled to utilize or employ, contract personnel who fail to cooperate fully with any inquiry or who fail or refuse to perform any duty under this contract/order/agreement, may immediately and without advance notice have their DEA clearance suspended or revoked, be removed from the work site, or be released from their contractual duties. In addition, DEA reserves the right to take any and all relief appropriate under the circumstances. In the event that any such action is taken, neither the Contractor nor its personnel are entitled to be informed of the basis for the action. Such notice is within the sole discretion of DEA. In these instances, neither the Contractor nor its personnel will be entitled to any compensation for DEA's actions.

**DEA-2852.204.86 (November 2009)**

DEA-2852.204.86 (November 2009)

V. SECURITY FORMS

*The following forms are available at [www.dea.gov](http://www.dea.gov). Click on Acquisitions and Contracts and go to Security Forms. The Contractor does not have permission to alter any of these forms or to convert the forms to corporate letterhead.*

- Contract Employee's Authorization to Conduct Agency-Specific Record Checks (February 2009)
- 3-Page Drug Use Statement
- RELEASE—FAIR CREDIT REPORTING ACT OF 1970, AS AMENDED
- DOJ-555, Disclosure and Authorization Pertaining to Consumer Reports, Pursuant to the Fair Credit Reporting Act (Revised Oct. 2008)
- Resolution of Debt-Related Issues (10/28/03) (Provided for information purposes. Do not submit to DEA.)
- Common Language for Consumer Credit (Provided for information purposes. Do not submit to DEA.)
- Rules and Regulations – A Summary of Your Rights Under the Fair Credit Reporting Act (Provided for information purposes. Do not submit to DEA.)

DEA-2852.204.86 (November 2009)

<b>DEPARTMENT OF DEFENSE</b> <b>CONTRACT SECURITY CLASSIFICATION SPECIFICATION</b> <i>(The requirements of the DoD Industrial Security Manual apply to all security aspects of this effort.)</i>				<b>1. CLEARANCE AND SAFEGUARDING</b> a. FACILITY CLEARANCE REQUIRED <div style="text-align: center;">SECRET</div> b. LEVEL OF SAFEGUARDING REQUIRED <div style="text-align: center;">NONE</div>	
<b>2. THIS SPECIFICATION IS FOR: (X and complete as applicable)</b>				<b>3. THIS SPECIFICATION IS: (X and complete as applicable)</b>	
a. PRIME CONTRACT NUMBER		X		a. ORIGINAL (Complete date in all cases)	
				DATE (YYYYMMDD) 2009/11/12	
b. SUBCONTRACT NUMBER				b. REVISED (Supersedes all previous specs)	
				REVISION NO	
c. SOLICITATION OR OTHER NUMBER DJD-10-R-0003		DUE DATE (YYYYMMDD)		c. FINAL (Complete Item 5 in all cases)	
				DATE (YYYYMMDD)	
<b>4. IS THIS A FOLLOW-ON CONTRACT?</b>					
<input type="checkbox"/> YES		<input checked="" type="checkbox"/> NO			
Classified material received or generated under _____ (Preceding Contract Number) is transferred to this follow-on contract					
<b>5. IS THIS A FINAL DD FORM 254?</b>					
<input type="checkbox"/> YES		<input checked="" type="checkbox"/> NO			
In response to the contractor's request dated _____, retention of the classified material is authorized for the period of _____					
<b>6. CONTRACTOR (Include Commercial and Government Entity (CAGE) Code)</b>					
a. NAME, ADDRESS, AND ZIP CODE		b. CAGE CODE		c. COGNIZANT SECURITY OFFICE (Name, Address, and Zip Code)	
<b>7. SUBCONTRACTOR</b>					
a. NAME, ADDRESS, AND ZIP CODE		b. CAGE CODE		c. COGNIZANT SECURITY OFFICE (Name, Address, and Zip Code)	
<b>8. ACTUAL PERFORMANCE</b>					
a. LOCATION Drug Enforcement Administration 600-700 Army Navy Drive Arlington, VA 22202 and DEA offices located throughout the United States		b. CAGE CODE ZZ187		c. COGNIZANT SECURITY OFFICE (Name, Address, and Zip Code) Drug Enforcement Administration Office of Security Programs ATTN: Deputy Chief Inspector 700 Army Navy Drive Arlington, VA 22202	
<b>9. GENERAL IDENTIFICATION OF THIS PROCUREMENT</b> Information Security Support Services (INFOSEC)					
<b>10. CONTRACTOR WILL REQUIRE ACCESS TO:</b>					
a. COMMUNICATIONS SECURITY (COMSEC) INFORMATION		<input checked="" type="checkbox"/> YES		<input type="checkbox"/> NO	
b. RESTRICTED DATA		<input type="checkbox"/> YES		<input checked="" type="checkbox"/> NO	
c. CRITICAL NUCLEAR WEAPON DESIGN INFORMATION		<input type="checkbox"/> YES		<input checked="" type="checkbox"/> NO	
d. FORMERLY RESTRICTED DATA		<input type="checkbox"/> YES		<input checked="" type="checkbox"/> NO	
e. INTELLIGENCE INFORMATION		<input type="checkbox"/> YES		<input type="checkbox"/> NO	
(1) Sensitive Compartmented Information (SCI)		<input type="checkbox"/> YES		<input checked="" type="checkbox"/> NO	
(2) Non-SCI		<input type="checkbox"/> YES		<input checked="" type="checkbox"/> NO	
f. SPECIAL ACCESS INFORMATION		<input type="checkbox"/> YES		<input checked="" type="checkbox"/> NO	
g. NATO INFORMATION		<input type="checkbox"/> YES		<input checked="" type="checkbox"/> NO	
h. FOREIGN GOVERNMENT INFORMATION		<input type="checkbox"/> YES		<input checked="" type="checkbox"/> NO	
i. LIMITED DISSEMINATION INFORMATION		<input type="checkbox"/> YES		<input checked="" type="checkbox"/> NO	
j. FOR OFFICIAL USE ONLY INFORMATION		<input checked="" type="checkbox"/> YES		<input type="checkbox"/> NO	
k. OTHER (Specify) N/A		<input type="checkbox"/> YES		<input type="checkbox"/> NO	
<b>11. IN PERFORMING THIS CONTRACT, THE CONTRACTOR WILL:</b>					
a. HAVE ACCESS TO CLASSIFIED INFORMATION ONLY AT ANOTHER CONTRACTOR'S FACILITY OR A GOVERNMENT ACTIVITY		<input checked="" type="checkbox"/> YES		<input type="checkbox"/> NO	
b. RECEIVE CLASSIFIED DOCUMENTS ONLY		<input type="checkbox"/> YES		<input checked="" type="checkbox"/> NO	
c. RECEIVE AND GENERATE CLASSIFIED MATERIAL		<input type="checkbox"/> YES		<input checked="" type="checkbox"/> NO	
d. FABRICATE, MODIFY, OR STORE CLASSIFIED HARDWARE		<input type="checkbox"/> YES		<input checked="" type="checkbox"/> NO	
e. PERFORM SERVICES ONLY		<input checked="" type="checkbox"/> YES		<input type="checkbox"/> NO	
f. HAVE ACCESS TO U.S. CLASSIFIED INFORMATION OUTSIDE THE U.S., PUERTO RICO, U.S. POSSESSIONS AND TRUST TERRITORIES		<input type="checkbox"/> YES		<input checked="" type="checkbox"/> NO	
g. BE AUTHORIZED TO USE THE SERVICES OF DEFENSE TECHNICAL INFORMATION CENTER (DTIC) OR OTHER SECONDARY DISTRIBUTION CENTER		<input type="checkbox"/> YES		<input checked="" type="checkbox"/> NO	
h. REQUIRE A COMSEC ACCOUNT		<input type="checkbox"/> YES		<input checked="" type="checkbox"/> NO	
i. HAVE TEMPEST REQUIREMENTS		<input type="checkbox"/> YES		<input checked="" type="checkbox"/> NO	
j. HAVE OPERATIONS SECURITY (OPSEC) REQUIREMENTS		<input type="checkbox"/> YES		<input checked="" type="checkbox"/> NO	
k. BE AUTHORIZED TO USE THE DEFENSE COURIER SERVICE		<input type="checkbox"/> YES		<input checked="" type="checkbox"/> NO	
l. OTHER (Specify) N/A		<input type="checkbox"/> YES		<input type="checkbox"/> NO	

DD FORM 254, DEC 1999

PREVIOUS EDITION IS OBSOLETE.

Reset

12. **PUBLIC RELEASE.** Any information (classified or unclassified) pertaining to this contract shall not be released for public dissemination except as provided by the Industrial Security Manual or unless it has been approved for public release by appropriate U.S. Government authority. Proposed public releases shall be submitted for approval prior to release ☐ Direct ☐ Through (Specify)

Public release of information by the contractor or its employees or subcontractors is not authorized under any circumstances.

to the Directorate for Freedom of Information and Security Review, Office of the Assistant Secretary of Defense (Public Affairs)\* for review  
\*In the case of non-DoD User Agencies, requests for disclosure shall be submitted to that agency.

13. **SECURITY GUIDANCE.** The security classification guidance needed for this classified effort is identified below. If any difficulty is encountered in applying this guidance or if any other contributing factor indicates a need for changes in this guidance, the contractor is authorized and encouraged to provide recommended changes; to challenge the guidance or the classification assigned to any information or material furnished or generated under this contract, and to submit any questions for interpretation of this guidance to the official identified below. Pending final decision, the information involved shall be handled and protected at the highest level of classification assigned or recommended. (Fill in as appropriate for the classified effort. Attach, or forward under separate correspondence, any documents/guides/extracts referenced herein. Add additional pages as needed to provide complete guidance.)

All personnel assigned to this contract shall be granted a security clearance by the Department of Defense, Defense Security Services, for access to national security information classified at the SECRET level or above. An interim SECRET clearance will not be accepted. An interim TOP SECRET clearances will be accepted if it is based on a final SECRET clearance.

COMSEC access will be through DEA's account. The Contractor does not require a separate COMSEC account to perform this contract.

Work performed on this contract is classified at the SECRET level. Contractor personnel shall hold all information obtained under this contract in the strictest confidence. Contractor personnel shall not divulge, sell, or distribute any information at any point in time, including after expiration or termination of this contract.

Work under this contract will be performed at Government (DEA) sites. The contractor, its employees, and any subcontractors shall be responsible for safeguarding classified information and material in their custody or under their control. Individuals are responsible for safeguarding classified information entrusted to them. The extent of protection afforded classified information shall be sufficient to reasonably foreclose the possibility of its loss or compromise.

14. **ADDITIONAL SECURITY REQUIREMENTS.** Requirements, in addition to ISM requirements, are established for this contract. ☒ Yes ☐ No  
(If Yes, identify the pertinent contractual clauses in the contract document itself, or provide an appropriate statement which identifies the additional requirements. Provide a copy of the requirements to the cognizant security office. Use Item 13 if additional space is needed.)

Detailed security requirements and the documentation required to obtain approval for access at DEA are provided in Security Provision No. DEA-2852.204.86 as an attachment to the contract.

15. **INSPECTIONS.** Elements of this contract are outside the inspection responsibility of the cognizant security office. ☐ Yes ☒ No  
(If Yes, explain and identify specific areas or elements carved out and the activity responsible for inspections. Use Item 13 if additional space is needed.)

16. **CERTIFICATION AND SIGNATURE.** Security requirements stated herein are complete and adequate for safeguarding the classified information to be released or generated under this classified effort. All questions shall be referred to the official named below.

a. TYPED NAME OF CERTIFYING OFFICIAL

Barbra M. Roach

b. TITLE

Deputy Chief Inspector, Office of Security Programs, Drug Enforcement Administration

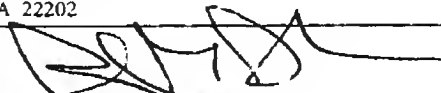
c. TELEPHONE (Include Area Code)

202-307-3465

d. ADDRESS (Include Zip Code)

Drug Enforcement Administration  
700 Army Navy Drive  
Arlington, VA 22202

e. SIGNATURE



17. **REQUIRED DISTRIBUTION**

- |                                     |   |
|-------------------------------------|---|
| <input checked="" type="checkbox"/> | a. CONTRACTOR   |
| <input checked="" type="checkbox"/> | b. SUBCONTRACTOR  |
| <input checked="" type="checkbox"/> | c. COGNIZANT SECURITY OFFICE FOR PRIME AND SUBCONTRACTOR          |
| <input checked="" type="checkbox"/> | d. U.S. ACTIVITY RESPONSIBLE FOR OVERSEAS SECURITY ADMINISTRATION |
| <input checked="" type="checkbox"/> | e. ADMINISTRATIVE CONTRACTING OFFICER                             |
| <input type="checkbox"/>            | f. OTHERS AS NECESSARY  |

## **EXHIBIT 7**

### **DELIVERABLES**

All documents shall be complete, of the highest profession quality and contain an appropriate mix of tables and graphics to enhance readability and clarity.

All deliverables shall be submitted to the official Government representative via e-mail and/or electronic format. All reports, documents, briefings, spreadsheets, and presentations shall be prepared using Microsoft Office Applications according to established formatting guidelines. Reports shall be technically and grammatically correct and adhere to approved writing styles.

#### **Deliverable 2.3**

The Contractor shall provide an updated Project Work Plan and Work Breakdown Schedule as defined with Task 2.3 in the statement of work.

#### **Deliverable 2.4.1**

The Contractor shall provide Weekly Status Reports as defined with Task 2.4.1 in the statement of work.

#### **Deliverable 2.4.2**

The Contractor shall provide Monthly Status Reports as defined with Task 2.4.2 in the statement of work.

#### **Deliverable 2.4.3**

The Contractor shall provide Quarterly Personnel Reports as defined with Task 2.4.3 in the statement of work.

#### **Deliverable 2.5**

The Contractor shall provide Progress Reviews/Project Briefings as defined with Task 2.5 in the statement of work.

#### **Deliverable 2.8**

The Contractor shall provide a Duty Roster within 45 days from the Effective Date of Contract and when there is a change as defined with Task 2.8 in the statement of work.

#### **Deliverable 2.11**

The Contractor shall provide technical documentation at the request of the official Government representative as defined with Task 2.11 in the statement of work.

#### **Deliverable 2.11.1**



The Contractor shall provide process and procedure documentation at the request of the official Government representative as defined with Task 2.11.1 in the statement of work.

**Deliverable 2.11.2**

The Contractor shall provide an updated Information Technology Contingency Plan annually as defined with Task 2.11.2 in the statement of work.

**Deliverable 2.11.3**

The Contractor shall provide an updated Information Technology System Business Case quarterly or at the request of the official Government representative as defined with Task 2.11.3 in the statement of work.

**Deliverable 2.12**

The Contractor shall provide presentations at the request of the official Government representative as defined with Task 2.12 in the statement of work.

**Deliverable 2.15**

The Contractor shall provide an annual Documentation Review report as defined with Task 2.15 in the statement of work.

**Deliverable 2.19**

The Contractor shall prepare documentation for processing shipments, the annual inventory review, tracking inventory, and preparing equipment for surplus as defined with Task 2.19 in the statement of work.

**Deliverable 3.1.6**

The Contractor shall provide audit reports at the request of the official Government representative or other government manager with the authority to make the request as defined with Task 3.1.6 of the statement of work.

**Deliverable 3.2**

The Contractor shall provide written reports or minutes as defined with Task 3.2 in the statement of work.

**Deliverable 3.3**

The Contractor shall provide written review of federal legislation as defined with Task 3.3 in the statement of work.

**Deliverable 4.1.1**

The Contractor shall provide Risk Assessment report as defined with Task 4.1.1 in the statement of work.

**Deliverable 4.1.2**

The Contractor shall provide the final security certification package as defined with Task 4.1.2 in the statement of work.

**Deliverable 4.1.3**

The Contractor shall provide the final security accreditation package as defined with Task 4.1.3 in the statement of work.

**Deliverable 4.1.4**

The Contractor shall provide a security status report as defined with Task 4.1.4 in the statement of work.

**Deliverable 4.2a**

The Contractor shall provide a certification and accreditation overview presentation as defined with 4.2a in the statement of work.

**Deliverable 4.2b**

The Contractor shall provide written notification if timeline is in jeopardy as defined with 4.2b in the statement of work.

**Deliverable 4.4**

The Contractor shall provide technical evaluation reports as defined with Task 4.4 in the statement of work.

**Deliverable 4.5**

The Contractor shall document potential impact resulting from configuration management change request as defined with Task 4.5 in the statement of work.

**Deliverable 6.1.1**

The Contractor shall provide policy, guidelines, and procedures documentation as defined with Task 6.1.1 in the statement of work.

**Deliverable 6.1.3**

The Contractor shall provide policy recommendations as defined with Task 6.1.3 in the statement of work.

**Deliverable 6.2.1**

The Contractor shall provide a compliance review report as defined with Task 6.2.1 in the statement of work.

**Deliverable 6.2.2**

The Contractor shall provide a site survey report as defined with Task 6.2.2 in the statement of work.

**Deliverable 6.3.1**

The Contractor shall provide security training and educational materials as defined with Task 6.3.1 in the statement of work.

**Deliverable 6.4.1**

The Contractor shall provide Classification Analysis reports as defined with Task 6.4.1 in the statement of work.

**Deliverable 6.4.2**

The Contractor shall provide documentation as defined with Task 6.4.2 in the statement of work.

**Deliverable 7.1.1**

The Contractor shall develop incident response training materials as defined with Task 7.1.1 of the statement of work.

**Deliverable 7.1.2**

The Contractor shall develop incident response tests and exercises as defined with Task 7.1.2 of the statement of work.

**Deliverable 7.1.3**

The Contractor shall update DEA's incident response plans annually using established templates as defined with Task 7.1.3 of the statement of work.

**Deliverable 7.2.2**

The Contractor shall provide monthly account management reports as defined with Task 7.2.2 of the statement of work.

**Deliverable 7.2.4**

The Contractor shall provide account renewal forms (electronic or paper) of all user accounts annually on classified and sensitive but unclassified systems as defined with Task 7.2.4 of the statement of work.

**Deliverable 7.4.2**

The Contractor shall provide routine Justice Telecommunications Systems National Crime Information Center administrative audits as defined with Task 7.4.2 of the statement of work.

**Deliverable 7.7.1**

The Contractor shall provide monthly network and database vulnerability assessments and asset discovery reports as defined with Task 7.7.1 of the statement of work.

**Deliverable 7.7.2**

The Contractor shall provide monthly security configuration and audit scans as defined with Task 7.7.2 of the statement of work.

**Deliverable 7.7.3**

The Contractor shall provide monthly password compliance reports as defined with Task 7.7.3 of the statement of work.

**Deliverable 7.8.4a**

The Contractor shall provide documentation for all applications and databases that have been developed, modified, or enhanced under this contract to fulfill requirements established by internal software development life cycle processes as defined with Task 7.8.4a of the statement of work.

**Deliverable 7.8.4b**

The Contractor shall provide all source code, including code that has not been compiled, for all applications developed, modified, or enhanced under this contract at the end of the period of performance or at the request of the official Government representative as defined with Task 7.8.4b of the statement of work.

**Deliverable 7.8.4c**

The Contractor shall provide all databases schemas that have been developed, modified, or enhanced under this contract at the end of the period of performance or at the request of the official Government representative as defined with Task 7.8.4c of the statement of work.

**Deliverable 7.9.1**

The Contractor shall produce or update standard operating procedures or user manuals, and other intrusion detection system related documentation as defined with Task 7.9.1 of the statement of work.

**Deliverable 7.9.2**

The Contractor shall produce a final technical product evaluation report as defined with Task 7.9.2 of the statement of work.

**Deliverable 7.11**

The Contractor shall provide an updated hardware and software inventory report at the request of the official Government representative or as defined with Task 7.11 in the statement of work.

Table 1. Deliverable Schedule

Task	Period of Performance	Deliverable	Deliverable Date
2.3	2 weeks from EDOC(1)	Updated management plan and updated work breakdown structure and schedule	2 weeks following Program Review Meeting
2.4.1	Weekly	Status report	1 <sup>st</sup> day of each week
2.4.2	Monthly	Status report	15 <sup>th</sup> of each month
2.4.3	Quarterly	Status report	10 <sup>th</sup> of the month for January, April, July, and October
2.5	Start 90 days from EDOC with quarterly updates	Reviews/briefings	15 <sup>th</sup> of each quarterly

	thereafter		
2.8	45 Day from EDOC and when change occurs	Duty roster	15th of Second Month
2.11	At request of official Government representative	Technical documentation	Two weeks following completion of evaluation
2.11.1	At request of official Government representative	Process and procedures documentation	Four weeks from request
2.11.2	Annually	Information technology contingency plan	November 15th each year
2.11.3	Quarterly	Information technology system business case Documentation	Quarterly
2.12	At request of official Government representative	Presentations	One week from request
2.15	Annually	Documentation library status report	December 15th of each year
2.19	At request of official Government representative	Documentation for property inventory	One week from request
3.1.6	At request of official Government representative	Audit reports	One week from request
3.2	At request of official Government representative	Meeting report or minutes	One week following meeting
3.3	At request of official Government representative	Federal legislation review report	Two weeks following completion of review
4.1.1	At request of official Government representative	Risk assessment report	In accordance with schedule
4.1.2	At request of official Government representative	Final security certification package	In accordance with schedule
4.1.3	At request of official Government representative	Final security accreditation package	In accordance with schedule
4.1.4	At request of official Government representative	Executive security status report	In accordance with schedule
4.2a	At request of official Government representative	Certification and accreditation presentation	In accordance with schedule
4.2b	At request of official Government representative	Written notification if timeline is in jeopardy	As necessary
4.4	At request of official Government representative	Technical evaluation report	One week following evaluation
4.5	At request of official Government representative	Document impact resulting from configuration management change	One week following completion of review
6.1.1	Quarterly and/or request of official Government representative	Policy, guidelines and procedures documentation	Quarterly and/or request of official Government representative
6.1.3	At request of official Government representative	Policy recommendations	10 days form completion of task or date assigned
6.2.1	At request of official Government representative	Compliance review	10 days from completion of task or from date returned to DEA HQ if on travel
6.2.2	At request of official Government representative	Site survey	10 days from completion of task or from date returned to DEA HQ if on travel
6.3.1	At request of official Government representative	Training materials	Two weeks from request
6.4.1	At request of official	Classification analysis	10 days form completion of

	Government representative	reports	task or date assigned
6.4.2	At request of official Government representative	Policy documentation	10 days from completion of task or date assigned
7.1.1	At request of official Government representative	Incident response training materials	Two weeks from request
7.1.2	At request of official Government representative	Incident response tests/exercises	Two weeks from request
7.1.3	At request of official Government representative	Incident response plans	Two weeks from request
7.2.2	Monthly	Account management reports	15 <sup>th</sup> of each month
7.2.4	Annually	Account renewal reports	October 1 <sup>st</sup> each year
7.4.2	Monthly or at request of official Government representative	NCIC audit reports	15 <sup>th</sup> of each month or one week from requested
7.7.1	Monthly	Network and database vulnerability assessments	15 <sup>th</sup> of each month
7.7.2	Monthly	Security configuration and audit scans	15 <sup>th</sup> of each month
7.7.3	Monthly	Password compliance reports	15 <sup>th</sup> of each month
7.8.4a	Prior to deployment of new application or version upgrade	Application and database documentation	Prior to deployment of new application or version upgrade
7.8.4b	Prior to deployment of new application or version upgrade	Application source code	Prior to deployment of new application or version upgrade
7.8.4c	Prior to deployment of new application or version upgrade	Database schemas	Prior to deployment of new application or version upgrade
7.9.1	At request of official Government representative	Standard operating procedures or user manuals	Two weeks from request
7.9.2	At request of official Government representative	Formal technical evaluation report	Two weeks from completion of Evaluation
7.11	At request of official Government representative or when significant changes occur	Hardware/software inventory report	One week from request

(1) EDOC – Effective Date of Contract

WD 05-2104 (Rev.-11) was first posted on www.wdol.gov on 06/15/2010

\*\*\*\*\*

REGISTER OF WAGE DETERMINATIONS UNDER  
THE SERVICE CONTRACT ACT  
By direction of the Secretary of Labor

U.S. DEPARTMENT OF LABOR  
EMPLOYMENT STANDARDS ADMINISTRATION  
WAGE AND HOUR DIVISION  
WASHINGTON D.C. 20210

Shirley F. Ebbesen                      Division of  
Director                      Wage Determinations

Wage Determination No.: 2005-2104  
Revision No.: 11  
Date Of Revision: 06/09/2010

States: District of Columbia, Maryland, Virginia

Area: District of Columbia Statewide  
Maryland Counties of Calvert, Charles, Frederick, Montgomery, Prince  
George's, St Mary's  
Virginia Counties of Alexandria, Arlington, Fairfax, Falls Church, Fauquier,  
King George, Loudoun, Prince William, Stafford

\*\*Fringe Benefits Required Follow the Occupational Listing\*\*

OCCUPATION CODE - TITLE	FOOTNOTE	RATE
01000 - Administrative Support And Clerical Occupations		
01011 - Accounting Clerk I		15.08
01012 - Accounting Clerk II		16.92
01013 - Accounting Clerk III		22.30
01020 - Administrative Assistant		31.41
01040 - Court Reporter		21.84
01051 - Data Entry Operator I		14.38
01052 - Data Entry Operator II		15.69
01060 - Dispatcher, Motor Vehicle		17.87
01070 - Document Preparation Clerk		14.21
01090 - Duplicating Machine Operator		14.21
01111 - General Clerk I		14.88
01112 - General Clerk II		16.24
01113 - General Clerk III		18.74
01120 - Housing Referral Assistant		25.29
01141 - Messenger Courier		13.62
01191 - Order Clerk I		15.12
01192 - Order Clerk II		16.50
01261 - Personnel Assistant (Employment) I		18.15
01262 - Personnel Assistant (Employment) II		20.32
01263 - Personnel Assistant (Employment) III		22.65
01270 - Production Control Clerk		22.03
01280 - Receptionist		14.43
01290 - Rental Clerk		16.55
01300 - Scheduler, Maintenance		18.07
01311 - Secretary I		18.07
01312 - Secretary II		20.18
01313 - Secretary III		25.29
01320 - Service Order Dispatcher		16.98
01410 - Supply Technician		28.55
01420 - Survey Worker		20.03
01531 - Travel Clerk I		13.29
01532 - Travel Clerk II		14.36
01533 - Travel Clerk III		15.49
01611 - Word Processor I		15.63
01612 - Word Processor II		17.67
01613 - Word Processor III		19.95
05000 - Automotive Service Occupations		

05005 - Automobile Body Repairer, Fiberglass	25.26
05010 - Automotive Electrician	23.51
05040 - Automotive Glass Installer	22.15
05070 - Automotive Worker	22.15
05110 - Mobile Equipment Servicer	19.04
05130 - Motor Equipment Metal Mechanic	24.78
05160 - Motor Equipment Metal Worker	22.15
05190 - Motor Vehicle Mechanic	24.78
05220 - Motor Vehicle Mechanic Helper	18.49
05250 - Motor Vehicle Upholstery Worker	21.63
05280 - Motor Vehicle Wrecker	22.15
05310 - Painter, Automotive	23.51
05340 - Radiator Repair Specialist	22.15
05370 - Tire Repairer	14.44
05400 - Transmission Repair Specialist	24.78
07000 - Food Preparation And Service Occupations	
07010 - Baker	13.85
07041 - Cook I	12.55
07042 - Cook II	14.60
07070 - Dishwasher	10.11
07130 - Food Service Worker	10.66
07210 - Meat Cutter	18.08
07260 - Waiter/Waitress	9.70
09000 - Furniture Maintenance And Repair Occupations	
09010 - Electrostatic Spray Painter	19.86
09040 - Furniture Handler	14.06
09080 - Furniture Refinisher	20.23
09090 - Furniture Refinisher Helper	15.52
09110 - Furniture Repairer, Minor	17.94
09130 - Upholsterer	19.86
11000 - General Services And Support Occupations	
11030 - Cleaner, Vehicles	10.54
11060 - Elevator Operator	10.54
11090 - Gardener	17.52
11122 - Housekeeping Aide	11.83
11150 - Janitor	11.83
11210 - Laborer, Grounds Maintenance	13.07
11240 - Maid or Houseman	11.26
11260 - Pruner	11.58
11270 - Tractor Operator	16.04
11330 - Trail Maintenance Worker	13.07
11360 - Window Cleaner	12.85
12000 - Health Occupations	
12010 - Ambulance Driver	20.41
12011 - Breath Alcohol Technician	20.27
12012 - Certified Occupational Therapist Assistant	23.11
12015 - Certified Physical Therapist Assistant	21.43
12020 - Dental Assistant	17.18
12025 - Dental Hygienist	44.75
12030 - EKG Technician	27.67
12035 - Electroneurodiagnostic Technologist	27.67
12040 - Emergency Medical Technician	20.41
12071 - Licensed Practical Nurse I	19.07
12072 - Licensed Practical Nurse II	21.35
12073 - Licensed Practical Nurse III	24.13
12100 - Medical Assistant	15.01
12130 - Medical Laboratory Technician	18.04
12160 - Medical Record Clerk	17.42
12190 - Medical Record Technician	19.50
12195 - Medical Transcriptionist	18.77
12210 - Nuclear Medicine Technologist	37.60



12221 - Nursing Assistant I	10.80
12222 - Nursing Assistant II	12.14
12223 - Nursing Assistant III	13.98
12224 - Nursing Assistant IV	15.69
12235 - Optical Dispenser	20.17
12236 - Optical Technician	15.80
12250 - Pharmacy Technician	18.12
12280 - Phlebotomist	15.69
12305 - Radiologic Technologist	31.11
12311 - Registered Nurse I	27.64
12312 - Registered Nurse II	33.44
12313 - Registered Nurse II, Specialist	33.44
12314 - Registered Nurse III	40.13
12315 - Registered Nurse III, Anesthetist	40.13
12316 - Registered Nurse IV	48.10
12317 - Scheduler (Drug and Alcohol Testing)	21.73
13000 - Information And Arts Occupations	
13011 - Exhibits Specialist I	19.86
13012 - Exhibits Specialist II	24.61
13013 - Exhibits Specialist III	30.09
13041 - Illustrator I	20.48
13042 - Illustrator II	25.38
13043 - Illustrator III	31.03
13047 - Librarian	33.88
13050 - Library Aide/Clerk	14.21
13054 - Library Information Technology Systems Administrator	30.60
13058 - Library Technician	19.89
13061 - Media Specialist I	18.73
13062 - Media Specialist II	20.95
13063 - Media Specialist III	23.36
13071 - Photographer I	16.65
13072 - Photographer II	18.90
13073 - Photographer III	23.67
13074 - Photographer IV	28.65
13075 - Photographer V	33.76
13110 - Video Teleconference Technician	20.39
14000 - Information Technology Occupations	
14041 - Computer Operator I	18.92
14042 - Computer Operator II	21.18
14043 - Computer Operator III	23.60
14044 - Computer Operator IV	26.22
14045 - Computer Operator V	29.05
14071 - Computer Programmer I	(see 1) 26.36
14072 - Computer Programmer II	(see 1)
14073 - Computer Programmer III	(see 1)
14074 - Computer Programmer IV	(see 1)
14101 - Computer Systems Analyst I	(see 1)
14102 - Computer Systems Analyst II	(see 1)
14103 - Computer Systems Analyst III	(see 1)
14150 - Peripheral Equipment Operator	18.92
14160 - Personal Computer Support Technician	26.22
15000 - Instructional Occupations	
15010 - Aircrew Training Devices Instructor (Non-Rated)	36.47
15020 - Aircrew Training Devices Instructor (Rated)	44.06
15030 - Air Crew Training Devices Instructor (Pilot)	52.81
15050 - Computer Based Training Specialist / Instructor	36.47
15060 - Educational Technologist	35.31
15070 - Flight Instructor (Pilot)	52.81
15080 - Graphic Artist	26.80
15090 - Technical Instructor	25.08

15095 - Technical Instructor/Course Developer	30.67
15110 - Test Proctor	20.20
15120 - Tutor	20.20
16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations	
16010 - Assembler	9.88
16030 - Counter Attendant	9.88
16040 - Dry Cleaner	12.94
16070 - Finisher, Flatwork, Machine	9.88
16090 - Presser, Hand	9.88
16110 - Presser, Machine, Drycleaning	9.88
16130 - Presser, Machine, Shirts	9.88
16160 - Presser, Machine, Wearing Apparel, Laundry	9.88
16190 - Sewing Machine Operator	13.78
16220 - Tailor	14.66
16250 - Washer, Machine	10.88
19000 - Machine Tool Operation And Repair Occupations	
19010 - Machine-Tool Operator (Tool Room)	21.14
19040 - Tool And Die Maker	23.38
21000 - Materials Handling And Packing Occupations	
21020 - Forklift Operator	18.02
21030 - Material Coordinator	22.03
21040 - Material Expediter	22.03
21050 - Material Handling Laborer	13.83
21071 - Order Filler	15.09
21080 - Production Line Worker (Food Processing)	18.02
21110 - Shipping Packer	15.09
21130 - Shipping/Receiving Clerk	15.09
21140 - Store Worker I	11.72
21150 - Stock Clerk	16.86
21210 - Tools And Parts Attendant	18.02
21410 - Warehouse Specialist	18.02
23000 - Mechanics And Maintenance And Repair Occupations	
23010 - Aerospace Structural Welder	27.21
23021 - Aircraft Mechanic I	25.83
23022 - Aircraft Mechanic II	27.21
23023 - Aircraft Mechanic III	28.53
23040 - Aircraft Mechanic Helper	17.54
23050 - Aircraft, Painter	24.73
23060 - Aircraft Servicer	19.76
23080 - Aircraft Worker	21.01
23110 - Appliance Mechanic	21.75
23120 - Bicycle Repairer	14.43
23125 - Cable Splicer	26.02
23130 - Carpenter, Maintenance	21.40
23140 - Carpet Layer	20.49
23160 - Electrician, Maintenance	27.98
23181 - Electronics Technician Maintenance I	24.94
23182 - Electronics Technician Maintenance II	26.47
23183 - Electronics Technician Maintenance III	27.89
23260 - Fabric Worker	19.13
23290 - Fire Alarm System Mechanic	22.91
23310 - Fire Extinguisher Repairer	17.62
23311 - Fuel Distribution System Mechanic	22.81
23312 - Fuel Distribution System Operator	19.38
23370 - General Maintenance Worker	21.43
23380 - Ground Support Equipment Mechanic	25.83
23381 - Ground Support Equipment Servicer	19.76
23382 - Ground Support Equipment Worker	21.01
23391 - Gunsmith I	17.62
23392 - Gunsmith II	20.49
23393 - Gunsmith III	22.91

23410 - Heating, Ventilation And Air-Conditioning Mechanic	23.89
23411 - Heating, Ventilation And Air Contditioning Mechanic (Research Facility)	25.17
23430 - Heavy Equipment Mechanic	22.91
23440 - Heavy Equipment Operator	22.91
23460 - Instrument Mechanic	22.59
23465 - Laboratory/Shelter Mechanic	21.75
23470 - Laborer	14.98
23510 - Locksmith	21.90
23530 - Machinery Maintenance Mechanic	23.12
23550 - Machinist, Maintenance	22.91
23580 - Maintenance Trades Helper	18.27
23591 - Metrology Technician I	22.59
23592 - Metrology Technician II	23.80
23593 - Metrology Technician III	24.96
23640 - Millwright	28.19
23710 - Office Appliance Repairer	22.96
23760 - Painter, Maintenance	21.75
23790 - Pipefitter, Maintenance	24.63
23810 - Plumber, Maintenance	22.29
23820 - Pneudraulic Systems Mechanic	22.91
23850 - Rigger	22.91
23870 - Scale Mechanic	20.49
23890 - Sheet-Metal Worker, Maintenance	22.91
23910 - Small Engine Mechanic	20.49
23931 - Telecommunications Mechanic I	29.95
23932 - Telecommunications Mechanic II	31.55
23950 - Telephone Lineman	27.41
23960 - Welder, Combination, Maintenance	22.91
23965 - Well Driller	22.91
23970 - Woodcraft Worker	22.91
23980 - Woodworker	17.62
24000 - Personal Needs Occupations	
24570 - Child Care Attendant	12.79
24580 - Child Care Center Clerk	17.77
24610 - Chore Aide	10.57
24620 - Family Readiness And Support Services Coordinator	16.90
24630 - Homemaker	18.43
25000 - Plant And System Operations Occupations	
25010 - Boiler Tender	27.30
25040 - Sewage Plant Operator	20.84
25070 - Stationary Engineer	27.30
25190 - Ventilation Equipment Tender	19.49
25210 - Water Treatment Plant Operator	20.84
27000 - Protective Service Occupations	
27004 - Alarm Monitor	20.57
27007 - Baggage Inspector	12.71
27008 - Corrections Officer	22.80
27010 - Court Security Officer	24.72
27030 - Detection Dog Handler	20.57
27040 - Detention Officer	22.80
27070 - Firefighter	24.63
27101 - Guard I	12.71
27102 - Guard II	20.57
27131 - Police Officer I	26.52
27132 - Police Officer II	29.67
28000 - Recreation Occupations	
28041 - Carnival Equipment Operator	13.59
28042 - Carnival Equipment Repairer	14.63

28043 - Carnival Equipment Worker	9.24
28210 - Gate Attendant/Gate Tender	13.01
28310 - Lifeguard	11.59
28350 - Park Attendant (Aide)	14.56
28510 - Recreation Aide/Health Facility Attendant	10.62
28515 - Recreation Specialist	18.04
28630 - Sports Official	11.59
28690 - Swimming Pool Operator	18.21
29000 - Stevedoring/Longshoremen Occupational Services	
29010 - Blocker And Bracer	23.13
29020 - Hatch Tender	23.13
29030 - Line Handler	23.13
29041 - Stevedore I	21.31
29042 - Stevedore II	24.24
30000 - Technical Occupations	
30010 - Air Traffic Control Specialist, Center (HFO) (see 2)	39.92
30011 - Air Traffic Control Specialist, Station (HFO) (see 2)	26.84
30012 - Air Traffic Control Specialist, Terminal (HFO) (see 2)	29.56
30021 - Archeological Technician I	20.19
30022 - Archeological Technician II	22.60
30023 - Archeological Technician III	27.98
30030 - Cartographic Technician	27.98
30040 - Civil Engineering Technician	26.41
30061 - Drafter/CAD Operator I	20.19
30062 - Drafter/CAD Operator II	22.60
30063 - Drafter/CAD Operator III	25.19
30064 - Drafter/CAD Operator IV	31.00
30081 - Engineering Technician I	22.92
30082 - Engineering Technician II	25.72
30083 - Engineering Technician III	28.79
30084 - Engineering Technician IV	35.64
30085 - Engineering Technician V	43.61
30086 - Engineering Technician VI	52.76
30090 - Environmental Technician	27.41
30210 - Laboratory Technician	23.38
30240 - Mathematical Technician	28.94
30361 - Paralegal/Legal Assistant I	21.36
30362 - Paralegal/Legal Assistant II	26.47
30363 - Paralegal/Legal Assistant III	32.36
30364 - Paralegal/Legal Assistant IV	39.16
30390 - Photo-Optics Technician	27.98
30461 - Technical Writer I	21.93
30462 - Technical Writer II	26.84
30463 - Technical Writer III	32.47
30491 - Unexploded Ordnance (UXO) Technician I	24.74
30492 - Unexploded Ordnance (UXO) Technician II	29.93
30493 - Unexploded Ordnance (UXO) Technician III	35.88
30494 - Unexploded (UXO) Safety Escort	24.74
30495 - Unexploded (UXO) Sweep Personnel	24.74
30620 - Weather Observer, Combined Upper Air Or (see 2)	25.19
Surface Programs	
30621 - Weather Observer, Senior (see 2)	27.98
31000 - Transportation/Mobile Equipment Operation Occupations	
31020 - Bus Aide	14.32
31030 - Bus Driver	20.85
31043 - Driver Courier	13.98
31260 - Parking and Lot Attendant	10.07
31290 - Shuttle Bus Driver	15.66
31310 - Taxi Driver	13.98
31361 - Truckdriver, Light	15.66
31362 - Truckdriver, Medium	17.90

31363 - Truckdriver, Heavy	19.18
31364 - Truckdriver, Tractor-Trailer	19.18
99000 - Miscellaneous Occupations	
99030 - Cashier	10.03
99050 - Desk Clerk	11.58
99095 - Embalmer	23.05
99251 - Laboratory Animal Caretaker I	11.30
99252 - Laboratory Animal Caretaker II	12.35
99310 - Mortician	31.73
99410 - Pest Controller	17.69
99510 - Photofinishing Worker	13.20
99710 - Recycling Laborer	18.50
99711 - Recycling Specialist	22.71
99730 - Refuse Collector	16.40
99810 - Sales Clerk	12.09
99820 - School Crossing Guard	13.43
99830 - Survey Party Chief	21.94
99831 - Surveying Aide	13.63
99832 - Surveying Technician	20.85
99840 - Vending Machine Attendant	14.43
99841 - Vending Machine Repairer	18.73
99842 - Vending Machine Repairer Helper	14.43

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ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

**HEALTH & WELFARE:** Life, accident, and health insurance plans, sick leave, pension plans, civic and personal leave, severance pay, and savings and thrift plans. Minimum employer contributions costing an average of \$3.35 per hour computed on the basis of all hours worked by service employees employed on the contract.

**VACATION:** 2 weeks paid vacation after 1 year of service with a contractor or successor; 3 weeks after 5 years, and 4 weeks after 15 years. Length of service includes the whole span of continuous service with the present contractor or successor, wherever employed, and with the predecessor contractors in the performance of similar work at the same Federal facility. (Reg. 29 CFR 4.173)

**HOLIDAYS:** A minimum of ten paid holidays per year, New Year's Day, Martin Luther King Jr's Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day. (A contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.) (See 29 CFR 4174)

THE OCCUPATIONS WHICH HAVE NUMBERED FOOTNOTES IN PARENTHESES RECEIVE THE FOLLOWING:

1) **COMPUTER EMPLOYEES:** Under the SCA at section 8(b), this wage determination does not apply to any employee who individually qualifies as a bona fide executive, administrative, or professional employee as defined in 29 C.F.R. Part 541. Because most Computer System Analysts and Computer Programmers who are compensated at a rate not less than \$27.63 (or on a salary or fee basis at a rate not less than \$455 per week) an hour would likely qualify as exempt computer professionals, (29 C.F.R. 541.400) wage rates may not be listed on this wage determination for all occupations within those job families. In addition, because this wage determination may not list a wage rate for some or all occupations within those job families if the survey data indicates that the prevailing wage rate for the occupation equals or exceeds

\$27.63 per hour conformances may be necessary for certain nonexempt employees. For example, if an individual employee is nonexempt but nevertheless performs duties within the scope of one of the Computer Systems Analyst or Computer Programmer occupations for which this wage determination does not specify an SCA wage rate, then the wage rate for that employee must be conformed in accordance with the conformance procedures described in the conformance note included on this wage determination.

Additionally, because job titles vary widely and change quickly in the computer industry, job titles are not determinative of the application of the computer professional exemption. Therefore, the exemption applies only to computer employees who satisfy the compensation requirements and whose primary duty consists of:

(1) The application of systems analysis techniques and procedures, including consulting with users, to determine hardware, software or system functional specifications;

(2) The design, development, documentation, analysis, creation, testing or modification of computer systems or programs, including prototypes, based on and related to user or system design specifications;

(3) The design, documentation, testing, creation or modification of computer programs related to machine operating systems; or

(4) A combination of the aforementioned duties, the performance of which requires the same level of skills. (29 C.F.R. 541.400).

2) AIR TRAFFIC CONTROLLERS AND WEATHER OBSERVERS - NIGHT PAY & SUNDAY PAY: If you work at night as part of a regular tour of duty, you will earn a night differential and receive an additional 10% of basic pay for any hours worked between 6pm and 6am. If you are a full-time employed (40 hours a week) and Sunday is part of your regularly scheduled workweek, you are paid at your rate of basic pay plus a Sunday premium of 25% of your basic rate for each hour of Sunday work which is not overtime (i.e. occasional work on Sunday outside the normal tour of duty is considered overtime work).

HAZARDOUS PAY DIFFERENTIAL: An 8 percent differential is applicable to employees employed in a position that represents a high degree of hazard when working with or in close proximity to ordnance, explosives, and incendiary materials. This includes work such as screening, blending, dying, mixing, and pressing of sensitive ordnance, explosives, and pyrotechnic compositions such as lead azide, black powder and photoflash powder. All dry-house activities involving propellants or explosives.

Demilitarization, modification, renovation, demolition, and maintenance operations on sensitive ordnance, explosives and incendiary materials. All operations involving regrading and cleaning of artillery ranges.

A 4 percent differential is applicable to employees employed in a position that represents a low degree of hazard when working with, or in close proximity to ordnance, (or employees possibly adjacent to) explosives and incendiary materials which involves potential injury such as laceration of hands, face, or arms of the employee engaged in the operation, irritation of the skin, minor burns and the like; minimal damage to immediate or adjacent work area or equipment being used. All operations involving, unloading, storage, and hauling of ordnance, explosive, and incendiary ordnance material other than small arms ammunition. These differentials are only applicable to work that has been specifically designated by the agency for ordnance, explosives, and incendiary material differential pay.

#### \*\* UNIFORM ALLOWANCE \*\*

If employees are required to wear uniforms in the performance of this contract (either by the terms of the Government contract, by the employer, by the state or local law, etc.), the cost of furnishing such uniforms and maintaining (by laundering or dry cleaning) such uniforms is an expense that may not be borne by an employee where such cost reduces the hourly rate below that required by the wage

determination. The Department of Labor will accept payment in accordance with the following standards as compliance:

The contractor or subcontractor is required to furnish all employees with an adequate number of uniforms without cost or to reimburse employees for the actual cost of the uniforms. In addition, where uniform cleaning and maintenance is made the responsibility of the employee, all contractors and subcontractors subject to this wage determination shall (in the absence of a bona fide collective bargaining agreement providing for a different amount, or the furnishing of contrary affirmative proof as to the actual cost), reimburse all employees for such cleaning and maintenance at a rate of \$3.35 per week (or \$.67 cents per day). However, in those instances where the uniforms furnished are made of "wash and wear" materials, may be routinely washed and dried with other personal garments, and do not require any special treatment such as dry cleaning, daily washing, or commercial laundering in order to meet the cleanliness or appearance standards set by the terms of the Government contract, by the contractor, by law, or by the nature of the work, there is no requirement that employees be reimbursed for uniform maintenance costs.

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations", Fifth Edition, April 2006, unless otherwise indicated. Copies of the Directory are available on the Internet. A links to the Directory may be found on the WHD home page at <http://www.dol.gov/esa/whd/> or through the Wage Determinations On-Line (WDOL) Web site at <http://wdol.gov/>.

REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND WAGE RATE (Standard Form 1444 (SF 1444))

#### Conformance Process:

The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e., the work to be performed is not performed by any classification listed in the wage determination), be classified by the contractor so as to provide a reasonable relationship (i.e., appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination. Such conformed classes of employees shall be paid the monetary wages and furnished the fringe benefits as are determined. Such conforming process shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees. The conformed classification, wage rate, and/or fringe benefits shall be retroactive to the commencement date of the contract. (See Section 4.6 (C)(vi)) When multiple wage determinations are included in a contract, a separate SF 1444 should be prepared for each wage determination to which a class(es) is to be conformed.

The process for preparing a conformance request is as follows:

- 1) When preparing the bid, the contractor identifies the need for a conformed occupation(s) and computes a proposed rate(s).
- 2) After contract award, the contractor prepares a written report listing in order proposed classification title(s), a Federal grade equivalency (FGE) for each proposed classification(s), job description(s), and rationale for proposed wage rate(s), including information regarding the agreement or disagreement of the authorized representative of the employees involved, or where there is no authorized representative, the employees themselves. This report should be submitted to the contracting officer no later than 30 days after such unlisted class(es) of employees performs any contract work.
- 3) The contracting officer reviews the proposed action and promptly submits a report of the action, together with the agency's recommendations and pertinent

information including the position of the contractor and the employees, to the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, for review. (See section 4.6(b)(2) of Regulations 29 CFR Part 4).

4) Within 30 days of receipt, the Wage and Hour Division approves, modifies, or disapproves the action via transmittal to the agency contracting officer, or notifies the contracting officer that additional time will be required to process the request.

5) The contracting officer transmits the Wage and Hour decision to the contractor.

6) The contractor informs the affected employees.

Information required by the Regulations must be submitted on SF 1444 or bond paper.

When preparing a conformance request, the "Service Contract Act Directory of Occupations" (the Directory) should be used to compare job definitions to insure that duties requested are not performed by a classification already listed in the wage determination. Remember, it is not the job title, but the required tasks that determine whether a class is included in an established wage determination. Conformances may not be used to artificially split, combine, or subdivide classifications listed in the wage determination.



<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>		1. CONTRACT ID CODE	OMB Clearance Control Number : 1103-0018
2. AMENDMENT/MODIFICATION NO. 0001	3. EFFECTIVE DATE See Block 16C	4. REQUISITION/PURCHASE REQ. NO. PR D-10-IS-0104	5. PROJECT NO. (if applicable)
6. ISSUED BY DEA Headquarters 8701 Morrisette Drive Attn: Eric VanderVeen (FAC) Springfield, VA 22152	CODE HQ	7. ADMINISTERED BY (if other than Item 6)	CODE
8. NAME AND ADDRESS OF CONTRACTOR (No., street, country, state and ZIP Code)  Doing Business As: BOOZ ALLEN HAMILTON INC. 8283 GREENSBORO DRIVE MCLEAN, VA 22102-3838		(X)	9A. AMENDMENT OF SOLICITATION NO.
			9B. DATED (SEE ITEM 11)
		X	10A. MODIFICATION OF CONTRACT/ORDER NO. DJD-10-C-0034
			10B. DATED (SEE ITEM 13) 06/30/2010
CODE 362513626		FACILITY CODE 006928857	

**11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS**

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing items 8 and 15, and returning \_\_\_\_\_ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment your desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

**12. ACCOUNTING AND APPROPRIATION DATA (if required)**

2010-DXD-IS-1530000-DCF-G2-FRB-25707-OPS-1530330-2010

**13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS.  
IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.**

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
X	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☒ is not, ☐ is required to sign this document and return copies to the issuing office.

**14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)**

The purpose of this modification is to add funding to the Base Period in the amount of \$1,255,756.18.

As a result of this modification, the total funded amount of the Base Period is increased from \$2,393,679.84 by \$1,255,756.18 to \$3,649,436.02

The balance of \$1,100,825.98 remains Subject to the Availability of Funds.

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		15A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)	
15B. CONTRACTOR/OFFEROR  (Signature of person authorized to sign)		15B. UNITED STATES OF AMERICA By <u>Didaleusky, Linda</u> (Signature of Contracting Officer)	
15C. DATE SIGNED		15C. DATE SIGNED 9-27-10	

NSN 7540-01-152-8070  
Previous edition unusable

STANDARD FORM 30 (REV. 10-83)  
Prescribed by GSA FAR (48 CFR) 53.243

## Section B - Supplies or Services and Prices/Costs

**SCHEDULE OF SUPPLIES/SERVICES**

CONTINUATION SHEET

ITEM NO.	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
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PREVIOUS TOTAL	\$33,275,408.00
CHANGE	\$0.00
CURRENT TOTAL	\$33,275,408.00

## FUNDING DETAILS:

ITEM NO.	FUNDING LINE	OBLIGATED AMOUNT	ACCOUNTING CODES
N/A	1	Previous : \$168,908.82 Change: \$92,549.23 Current : \$261,458.05	2010 - DXD - IS - 1530000 - DCF-G2 - - FRB - 25707 - - - OPS - - - 1530330
N/A	3	Previous : \$1,364,499.45 Change: \$12,498.92 Current : \$1,376,998.37	2010 - S1D - IS - 1530000 - DOM-G2 - - ISC - 25707 - - - OPS - - - 1530330
N/A	4	Previous : \$852,766.19 Change: \$83,432.07 Current : \$936,198.26	2010 - S1D - IS - 1530000 - DOM-G2 - - FRB - 25707 - - - OPS - - - 1530330
N/A	5	Previous : \$0.00 Change: \$126,168.08	2010 - S1D - IS - 1530000 - FGN-G2 - - FRB - 25707 - - - OPS - - - 1530330

		Current : \$126,168.08	
N/A	6	Previous : \$0.00 Change: \$102,192.08 Current : \$102,192.08	2010 - S1D - IS - 1530000 - DOM-G2 - - FRB - 25707 - - - OPS - - - 1530330
N/A	7	Previous : \$0.00 Change: \$471,035.60 Current : \$471,035.60	2010 - S1D - IS - 1530000 - FGN-G2 - - ISC - 25707 - - - OPS - - - 1530330
N/A	8	Previous : \$0.00 Change: \$8,142.86 Current : \$8,142.86	2010 - S1D - IS - 1530000 - SLA-G2 - - FRB - 25707 - - - OPS - - - 1530330
N/A	9	Previous : \$0.00 Change: \$287,447.06 Current : \$287,447.06	2010 - S1D - IS - 1530000 - DOM-G2 - - ISC - 25707 - - - OPS - - - 1530330
N/A	10	Previous : \$0.00 Change: \$13,270.87 Current : \$13,270.87	2010 - S1D - IS - 1530000 - SLA-G2 - - ISC - 25707 - - - OPS - - - 1530330
N/A	11	Previous : \$0.00 Change: \$38,431.75 Current : \$38,431.75	2010 - S1D - IS - 1530000 - FGN-G1 - - ISC - 25707 - - - OPS - - - 1530330
N/A	12	Previous : \$0.00 Change: \$3,639.28 Current : \$3,639.28	2010 - S1D - IS - 1530000 - DOM-G1 - - FRB - 25707 - - - OPS - - - 1530330
N/A	13	Previous : \$0.00 Change: \$14,635.78 Current : \$14,635.78	2010 - S1D - IS - 1530000 - FGN-G1 - - FRB - 25707 - - - OPS - - - 1530330
N/A	14	Previous : \$0.00 Change: \$1,597.60 Current : \$1,597.60	2010 - S1D - IS - 1530000 - DOM-G2 - - CSC - 25707 - - - OPS - - - 1530330
N/A	15	Previous : \$0.00 Change: \$715.00 Current : \$715.00	2010 - S1D - IS - 1530000 - DOM-G2 - - HDQ - 25707 - - - OPS - - - 1530330
		PREVIOUS: \$2,393,679.84 CHANGE: \$1,255,756.18	

CURRENT: \$3,649,436.02

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>		1. CONTRACT ID CODE	OMB Clearance Control Number : 1103-0018
2. AMENDMENT/MODIFICATION NO. 0002	3. EFFECTIVE DATE 09/30/2010	4. REQUEST FOR PURCHASE RES. NO. PR D-10-1S-0104	5. PROJECT NO. (if applicable)
6. ISSUED BY DEA Headquarters 8701 Morrisette Drive Attn: Eric VanderVoort (FAC) Springfield, VA 22152	CODE HQ	7. ADMINISTERED BY (if other than item 6)	CODE
8. NAME AND ADDRESS OF CONTRACTOR (No., street, country, state and ZIP Code)  Doing Business As: BOOZ ALLEN HAMILTON INC. 8283 GREENSBORO DRIVE MCLEAN, VA 22102-3838		(X)	9A. AMENDMENT OF SOLICITATION NO.
			9B. DATED (SEE ITEM 11)
		X	10A. MODIFICATION OF CONTRACT/ORDER NO. DJD-10-C-0034
			10B. DATED (SEE ITEM 13) 06/30/2010
CODE 362513626		FACILITY CODE 006928157	

## 11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

- ☐ The above numbered solicitation is amended as set forth in item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended.
- Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing items 8 and 16, and returning \_\_\_\_\_ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment your desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

## 12. ACCOUNTING AND APPROPRIATION DATA (if required)

2010-DXD-1S-1530000-DCF-CJ2-FRB-25707-OPS-1530330-2010

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS.  
IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
X	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: Mutual Agreement Between the Parties
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☐ is not, ☒ is required to sign this document and return \_\_\_\_\_ copies to the issuing office.

## 14. DESCRIPTION OF AMENDMENT/MODIFICATION (Operated by UCF location headings, including solicitation/contract subject matter where feasible.)

The purpose of this modification is to revise the Period of Performance for the Base and all Option Periods.

See Section F, clause DEA-PF.0001 Period of Performance (AUG2008). All other terms, conditions, and funding remains unchanged.

Except as provided herein, all terms and conditions of the document referenced in item 8A or 10A, as heretofore changed, remain unchanged and in full force and effect.

16A. NAME AND TITLE OF BIKER (Type or print) George M. Schu, SVP		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Didelesky, Linda	
(b)(4)		16B. DATED BY STATE OF AMERICA 9/30/2010	
(Signature of person authorized to sign)		(Signature of Contracting Officer) 09/30/2010	
ASN 7840-01-182-8070 Previous edition unusable		STANDARD FORM 30 (REV. 10-83) Prescribed by GSA FPMR (48 CFR) 83.243	

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>		1. CONTRACT ID CODE	OMB Clearance Control Number : 1103-0018
2. AMENDMENT/MODIFICATION NO. 0002	3. EFFECTIVE DATE 09/30/2010	4. REQUISITION/PURCHASE REQ. NO. PR D-10-IS-0104	5. PROJECT NO. (If applicable)
6. ISSUED BY DEA Headquarters 8701 Morrisette Drive Attn: Eric VanderVeen (FAC) Springfield, VA 22152	CODE HQ	7. ADMINISTERED BY (If other than Item 6)	CODE
8. NAME AND ADDRESS OF CONTRACTOR (No., street, country, state and ZIP Code)  Doing Business As: BOOZ ALLEN HAMILTON INC. 8283 GREENSBORO DRIVE MCLEAN, VA 22102-3838		(X)	9A. AMENDMENT OF SOLICITATION NO.
			9B. DATED (SEE ITEM 11)
		X	10A. MODIFICATION OF CONTRACT/ORDER NO. DJD-10-C-0034
			10B. DATED (SEE ITEM 13) 06/30/2010
CODE 362513626		FACILITY CODE 006928857	

**11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS**

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing items 8 and 15, and returning \_\_\_\_\_ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment your desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

**12. ACCOUNTING AND APPROPRIATION DATA (If required)**

2010-DXD-IS-1530000-DCF-G2-FRB-25707-OPS-1530330-2010

**13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS.  
IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.**

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
X	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: Mutual Agreement Between the Parties
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☐ is not, ☒ is required to sign this document and return 1 copies to the issuing office.**14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)**

The purpose of this modification is to revise the Period of Performance for the Base and all Option Periods.

See Section F, clause DEA-PF.0001 Period of Performance (AUG2008). All other terms, conditions, and funding remains unchanged.

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Didaleusky, Linda	
15B. CONTRACTOR/OFFEROR  (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA By (Signature of Contracting Officer)	16C. DATE SIGNED 09/30/2010

NSN 7540-01-152-8070  
Previous edition unusable**STANDARD FORM 30 (REV. 10-83)**  
Prescribed by GSA FAR (48 CFR) 53.243



## Section B - Supplies or Services and Prices/Costs

**SCHEDULE OF SUPPLIES/SERVICES**

CONTINUATION SHEET

ITEM NO.	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
(b)(4)					

(b)(4)



(b)(4)

(b)(4)

(b)(4)

(b)(4)

(b)(4)

(b)(4)





(b)(4)

(b)(4)

(b)(4)

PREVIOUS TOTAL	\$33,275,408.00
CHANGE	\$0.00
CURRENT TOTAL	\$33,275,408.00

## FUNDING DETAILS:

ITEM NO.	FUNDING LINE	OBLIGATED AMOUNT	ACCOUNTING CODES
N/A	1	Previous : \$261,458.05 Change: \$0.00 Current : \$261,458.05	2010 - DXD - IS - 1530000 - DCF-G2 - - FRB - 25707 - - - OPS - - - 1530330
N/A	2	Previous : \$7,505.38 Change: \$0.00 Current : \$7,505.38	2010 - DXD - IS - 1530000 - DCF-G2 - - ISC - 25707 - - - OPS - - - 1530330
N/A	3	Previous : \$1,376,998.37 Change: \$0.00 Current : \$1,376,998.37	2010 - S1D - IS - 1530000 - DOM-G2 - - ISC - 25707 - - - OPS - - - 1530330
N/A	4	Previous : \$936,198.26 Change: \$0.00 Current : \$936,198.26	2010 - S1D - IS - 1530000 - DOM-G2 - - FRB - 25707 - - - OPS - - - 1530330
N/A	5	Previous : \$126,168.08 Change: \$0.00 Current : \$126,168.08	2010 - S1D - IS - 1530000 - FGN-G2 - - FRB - 25707 - - - OPS - - - 1530330
N/A	6	Previous : \$102,192.08	2010 - S1D - IS - 1530000 - DOM-G2 - - FRB - 25707 - - - OPS - - - 1530330

		Change: \$0.00 Current : \$102,192.08	
N/A	7	Previous : \$471,035.60 Change: \$0.00 Current : \$471,035.60	2010 - S1D - IS - 1530000 - FGN-G2 - - ISC - 25707 - - - OPS - - - 1530330
N/A	8	Previous : \$8,142.86 Change: \$0.00 Current : \$8,142.86	2010 - S1D - IS - 1530000 - SLA-G2 - - FRB - 25707 - - - OPS - - - 1530330
N/A	9	Previous : \$287,447.06 Change: \$0.00 Current : \$287,447.06	2010 - S1D - IS - 1530000 - DOM-G2 - - ISC - 25707 - - - OPS - - - 1530330
N/A	10	Previous : \$13,270.87 Change: \$0.00 Current : \$13,270.87	2010 - S1D - IS - 1530000 - SLA-G2 - - ISC - 25707 - - - OPS - - - 1530330
N/A	11	Previous : \$38,431.75 Change: \$0.00 Current : \$38,431.75	2010 - S1D - IS - 1530000 - FGN-G1 - - ISC - 25707 - - - OPS - - - 1530330
N/A	12	Previous : \$3,639.28 Change: \$0.00 Current : \$3,639.28	2010 - S1D - IS - 1530000 - DOM-G1 - - FRB - 25707 - - - OPS - - - 1530330
N/A	13	Previous : \$14,635.78 Change: \$0.00 Current : \$14,635.78	2010 - S1D - IS - 1530000 - FGN-G1 - - FRB - 25707 - - - OPS - - - 1530330
N/A	14	Previous : \$1,597.60 Change: \$0.00 Current : \$1,597.60	2010 - S1D - IS - 1530000 - DOM-G2 - - CSC - 25707 - - - OPS - - - 1530330
N/A	15	Previous : \$715.00 Change: \$0.00 Current : \$715.00	2010 - S1D - IS - 1530000 - DOM-G2 - - HDQ - 25707 - - - OPS - - - 1530330
		PREVIOUS: \$3,649,436.02 CHANGE: \$0.00 CURRENT: \$3,649,436.02	

**Section F - Deliveries and Performance****Clauses By Full Text****DEA-PF.0001 Period of Performance (AUG 2008)**

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The basic contract period of performance for services described in Section B is established from September 30, 2010 through September 29, 2011.

In the event that options, if applicable, are exercised, the period of performance shall be:

Option Period I: September 30, 2011 through September 29, 2012

Option Period II: September 30, 2012 through September 29, 2013

Option Period III: September 30, 2013 through September 29, 2014

Option Period IV: September 30, 2014 through September 29, 2015

Option periods of performance may be subject to the availability of applicable fiscal year funding and the continuing needs of the Government.

(End of Clause)

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>		1. CONTRACT ID CODE	OMB Clearance Control Number : 1103-0018
2. AMENDMENT/MODIFICATION NO. 0003	3. EFFECTIVE DATE See Block 16C	4. REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO. (if applicable)
6. ISSUED BY CODE	HQ	7. ADMINISTERED BY (if other than Item 6)	CODE
DEA Headquarters 8701 Morrisette Drive Attn: Eric VanderVeen (FAC) Springfield, VA 22152			
8. NAME AND ADDRESS OF CONTRACTOR (fict., street, country, state and ZIP Code)		(X)	9A. AMENDMENT OF SOLICITATION NO.
Doing Business As: BOOZ ALLEN HAMILTON INC. 8283 GREENSBORO DRIVE MCLEAN, VA 22102-3838			9B. DATED (SEE ITEM 11)
		X	10A. MODIFICATION OF CONTRACT/ORDER NO. DJD-10-C-0034
			10B. DATED (SEE ITEM 13) 06/30/2010
CODE 362513626		FACILITY CODE 006928857	

## 11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) by completing Items 8 and 15, and returning \_\_\_\_\_ copies of the amendment; (b) by acknowledging receipt of this amendment on each copy of the offer submitted; or (c) by separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment your desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

## 12. ACCOUNTING AND APPROPRIATION DATA (if required)

See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS.  
IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation data, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
X	D. OTHER (Specify type of modification and authority) Contractor's Proposal dated November 2, 2010.

E. IMPORTANT: Contractor ☐ is not, ☒ is required to sign this document and return \_\_\_\_\_ copies to the issuing office.

## 14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

The purpose of this modification is to realign CLINs in accordance with the contractor's proposal dated November 2, 2010. See Section B.

This modification also revises DEA-PH.0004 Key Personnel Positions (JUL 2008). See Section H.

As a result of this modification, the total contract value is reduced from \$33,275,408.00 by \$1,833,307.20 to \$31,442,100.80.

All other terms, conditions, and funding for this contract remains unchanged.

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print) <i>George H. Schu, Senior Vice President</i>		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) <i>Taylor, Lisa</i>	
(b)(4)	15C. DATE SIGNED <i>11-3-10</i>	16B. UNITED STATES OF AMERICA By <i>[Signature]</i> (Signature of Contracting Officer)	16C. DATE SIGNED <i>11-4-10</i>

NSN 7540-01-102-0070  
Previous edition unusable

STANDARD FORM 30 (REV. 10-83)  
Prescribed by GSA FAR (48 CFR) 53.243

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>		1. CONTRACT ID CODE	OMB Clearance Control Number : 1103-0018
2. AMENDMENT/MODIFICATION NO. 0003	3. EFFECTIVE DATE See Block 16C	4. REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO. (If applicable)
6. ISSUED BY DEA Headquarters 8701 Morrisette Drive Attn: Eric VanderVeen (FAC) Springfield, VA 22152	CODE HQ	7. ADMINISTERED BY (If other than Item 6)	CODE
8. NAME AND ADDRESS OF CONTRACTOR (No., street, country, state and ZIP Code)  Doing Business As. BOOZ ALLEN HAMILTON INC. 8283 GREENSBORO DRIVE MCLEAN, VA 22102-3838		(X)	9A. AMENDMENT OF SOLICITATION NO.
			9B. DATED (SEE ITEM 11)
		X	10A. MODIFICATION OF CONTRACT/ORDER NO. DJD-10-C-0034
			10B. DATED (SEE ITEM 13) 06/30/2010
CODE 362513626		FACILITY CODE 006928857	

**11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS**

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing items 8 and 15, and returning \_\_\_\_\_ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment your desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

**12. ACCOUNTING AND APPROPRIATION DATA (If required)**

See Schedule

**13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS.  
IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.**

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
X	D. OTHER (Specify type of modification and authority) Contractor's Proposal dated November 2, 2010.

E. IMPORTANT: Contractor ☐ is not, ☒ is required to sign this document and return 1 copies to the issuing office.

**14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)**

The purpose of this modification is to realign CLINs in accordance with the contractor's proposal dated November 2, 2010. See Section B.

This modification also revises DEA-PH.0004 Key Personnel Positions (JUL 2008). See Section H.

As a result of this modification, the total contract value is reduced from \$33,275,408.00 by \$1,833,307.20 to \$31,442,100.80.

All other terms, conditions, and funding for this contract remains unchanged.

Except as provided herein, all terms and conditions of the document referenced in item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)  Taylor, Lisa	
15B. CONTRACTOR/OFFEROR  (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA By (Signature of Contracting Officer)	16C. DATE SIGNED

**Section B - Supplies or Services and Prices/Costs****SCHEDULE OF SUPPLIES/SERVICES**

CONTINUATION SHEET

ITEM NO.	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
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(b)(4)



(b)(4)

(b)(4)

(b)(4)

(b)(4)



(b)(4)



(b)(4)



(b)(4)

(b)(4)



(b)(4)

(b)(4)

PREVIOUS TOTAL	\$33,275,408.00
CHANGE	(\$1,833,307.20)
CURRENT TOTAL	\$31,442,100.80

## Section H – Special Contract Requirements

### Clauses by Full Text

#### DEA-PH.0004 Key Personnel Positions (JUL2008)

The Contractor shall select qualified personnel for the designated key personnel positions set forth in this contract. Key personnel are considered essential to the work being performed. Individuals proposed and accepted as key personnel under this contract shall remain dedicated to the contract for the entire period of performance. The following positions are designated as key personnel for the purpose of this contract:

(b)(4)

(Use “\*” after the position title to designate positions not subject to the Service Contract Act)

During the period of performance of the contract, key personnel positions may become vacant. Because these key positions significantly affect contract risk and performance, the contractor shall take all reasonable and necessary measures to mitigate any impact on contract performance and minimize the period that these positions are vacant. When a key personnel position is vacated for any reason, the contractor shall notify the COTR, in writing, at least five (5) calendar days in advance (when possible) and provide a risk mitigation statement & replacement strategy for the position. In all cases, contractor requests for replacement of key personnel shall be submitted, to the COTR, in writing and contractor shall provide weekly status reports on efforts to fill the position until the vacancy is re-occupied by a qualified, DEA-cleared individual.

Nomination of qualified key personnel: It is understood that all replacement candidates for a key personnel position shall have equivalent or better academic training, licenses, experience, practical skills, knowledge and expertise than the individual they are being nominated to replace. The contractor shall submit a resume and equivalency statement to the COTR when nominating a candidate for a key personnel position. The Government reserves the right to ‘reject’ candidates for key personnel positions that do not meet or exceed the credentials of the original individual proposed and selected for the position. All proposed individual(s) nominated by the contractor to fill key personnel position(s) shall be approved by the COTR and be “DEA-cleared ready for duty” prior to those individual(s) charging time against the contract key personnel position. The Government shall not be liable for any time worked/billed for any unfilled key personnel position prior to the COTR declaring the key personnel position filled. Failure by a contractor to fill a key personnel vacancy is subject to government action and may be cause for contract termination.

The Government reserves the right, during the course of the contract to re-characterize a position by removing the “key” designation. All work thereafter is no longer subject to the conditions set by this provision. Additional key personnel positions, if required after award, will be added by bilateral modification to the contract.

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>		1. CONTRACT ID CODE		OMB Clearance Control Number: 1103-0018	
2. AMENDMENT/MODIFICATION NO 0004		3. EFFECTIVE DATE See block 16C		4. REQUISITION/PURCHASE REQ NO PR D-10-IS-0104	
5. ISSUED BY DEA Headquarters 8701 Morrisette Drive Attn: Rebecca Stegall (FACI) Springfield, VA 22152		6. CODE HQ		7. ADMINISTERED BY (If other than Item 6) CODE	
8. NAME AND ADDRESS OF CONTRACTOR (In , street, country, state and ZIP Code)  BOOZ ALLEN HAMILTON INC. 8283 GREENSBORO DRIVE MCLEAN, VA 22102-3838				9A. AMENDMENT OF SOLICITATION NO  9B. DATED (SEE ITEM 11)  10A. MODIFICATION OF CONTRACT/ORDER NO. DJD-10-C-0034 10B. DATED (SEE ITEM 13) 06/30/2010	
CODE 362513626		FACILITY CODE 006928857			

**11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS**

- ☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended. ☐ is not extended
- Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing items 8 and 15, and returning \_\_\_\_\_ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment your desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

**12. ACCOUNTING AND APPROPRIATION DATA (If required)**

2010-DXD-IS-1530000-DCF-G2-FRB-25707-OPS-1530330-2010

**13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS.  
IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.**

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
X	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: Mutual Agreement of Both Parties
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT. Contractor ☐ is not. ☒ is required to sign this document and return \_\_\_\_\_ copies to the issuing office**14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings including solicitation/contract subject matter where feasible)**  
See Continuation Sheet(s)

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print) <i>George Schu, Senior Vice President</i>		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Taylor, Lisa	
(b)(4) (Signature of person authorized to sign)		16B. UNITED STATES OF AMERICA By <i>[Signature]</i> (Signature of Contracting Officer)	
15C. DATE SIGNED 1/3/11		16C. DATE SIGNED 1-5-11	

NSN 7540-01-152-8070  
Previous edition unusableSTANDARD FORM 30 (REV. 10-83)  
Prescribed by GSA FAR (48 CFR) 53.243

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>		1. CONTRACT ID CODE	OMB Clearance Control Number : 1103-0018
2. AMENDMENT/MODIFICATION NO. 0005	3. EFFECTIVE DATE See Block 16c	4. REQUISITION/PURCHASE REQ. NO. PR D-10-IS-0104	5. PROJECT NO. (If applicable)
6. ISSUED BY DEA Headquarters 8701 Morrisette Drive Attn: Rebecca Stegall (FACI) Springfield, VA 22152	CODE HQ	7. ADMINISTERED BY (If other than Item 6)	CODE
8. NAME AND ADDRESS OF CONTRACTOR (No., street, country, state and ZIP Code)  BOOZ ALLEN HAMILTON INC. 8283 GREENSBORO DRIVE MCLEAN, VA 22102-3838		(X)	9A. AMENDMENT OF SOLICITATION NO.
			9B. DATED (SEE ITEM 11)
		X	10A. MODIFICATION OF CONTRACT/ORDER NO. DJD-10-C-0034
			10B. DATED (SEE ITEM 13) 06/30/2010
CODE 362513626		FACILITY CODE 006928857	

**11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS**

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing items 8 and 15, and returning \_\_\_\_\_ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment your desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

**12. ACCOUNTING AND APPROPRIATION DATA (If required)**

2010-DXD-IS-1530000-DCF-G2-FRB-25707-OPS-1530330-2010

**13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS.  
IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.**

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
X	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: Mutual Agreement of Both Parties
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☐ is not, ☒ is required to sign this document and return \_\_\_\_\_ copies to the issuing office.**14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)**

The purpose of this bilateral modification is to:

- obligate additional funds in the amount of \$79,303.98. Funding changes from \$3,649,436.02 to \$3,728,740.00.
- CLIN 0009 COMSEC Technician will not be used in the base year of the contract - period of performance 09/30/2010 through 09/29/2011. The 1704 maximum hours are hereby removed from that CLIN. 1123 hours are added to CLIN 0012 for an additional Administrative Assistant for the same period of performance. The overall value of the contract changes from \$31,442,100.80 to \$31,383,284.97 for a decrease of (\$58,815.83).

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)  Taylor, Lisa	
15B. CONTRACTOR/OFFEROR  (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA By (Signature of Contracting Officer)	16C. DATE SIGNED

NSN 7540-01-152-8070  
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Section B - Supplies or Services and Prices/Costs

SCHEDULE OF SUPPLIES/SERVICES					
CONTINUATION SHEET					
ITEM NO.	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
(b)(4)					

(b)(4)

(b)(4)





PREVIOUS TOTAL	\$31,442,100.80
CHANGE	(\$58,815.83)
CURRENT TOTAL	\$31,383,284.97

## FUNDING DETAILS:

ITEM NO.	FUNDING LINE	OBLIGATED AMOUNT	ACCOUNTING CODES
N/A	1	Previous : \$261,458.05 Change: \$0.00 Current : \$261,458.05	2010 - DXD - IS - 1530000 - DCF-G2 - - FRB - 25707 - - - OPS - - - 1530330
N/A	2	Previous : \$7,505.38 Change: \$0.00 Current : \$7,505.38	2010 - DXD - IS - 1530000 - DCF-G2 - - ISC - 25707 - - - OPS - - - 1530330
N/A	3	Previous : \$1,376,998.37	2010 - S1D - IS - 1530000 - DOM-G2 - - ISC - 25707 - - - OPS - - - 1530330

		Change: \$0.00 Current : \$1,376,998.37	
N/A	4	Previous : \$936,198.26 Change: \$0.00 Current : \$936,198.26	2010 - S1D - IS - 1530000 - DOM-G2 - - FRB - 25707 - - - OPS - - - 1530330
N/A	5	Previous : \$126,168.08 Change: \$0.00 Current : \$126,168.08	2010 - S1D - IS - 1530000 - FGN-G2 - - FRB - 25707 - - - OPS - - - 1530330
N/A	6	Previous : \$102,192.08 Change: \$0.00 Current : \$102,192.08	2010 - S1D - IS - 1530000 - DOM-G2 - - FRB - 25707 - - - OPS - - - 1530330
N/A	7	Previous : \$471,035.60 Change: \$0.00 Current : \$471,035.60	2010 - S1D - IS - 1530000 - FGN-G2 - - ISC - 25707 - - - OPS - - - 1530330
N/A	8	Previous : \$8,142.86 Change: \$0.00 Current : \$8,142.86	2010 - S1D - IS - 1530000 - SLA-G2 - - FRB - 25707 - - - OPS - - - 1530330
N/A	9	Previous : \$287,447.06 Change: \$0.00 Current : \$287,447.06	2010 - S1D - IS - 1530000 - DOM-G2 - - ISC - 25707 - - - OPS - - - 1530330
N/A	10	Previous : \$13,270.87 Change: \$0.00 Current : \$13,270.87	2010 - S1D - IS - 1530000 - SLA-G2 - - ISC - 25707 - - - OPS - - - 1530330
N/A	11	Previous : \$38,431.75 Change: \$0.00 Current : \$38,431.75	2010 - S1D - IS - 1530000 - FGN-G1 - - ISC - 25707 - - - OPS - - - 1530330
N/A	12	Previous : \$3,639.28 Change: \$0.00 Current : \$3,639.28	2010 - S1D - IS - 1530000 - DOM-G1 - - FRB - 25707 - - - OPS - - - 1530330
N/A	13	Previous : \$14,635.78 Change: \$0.00 Current : \$14,635.78	2010 - S1D - IS - 1530000 - FGN-G1 - - FRB - 25707 - - - OPS - - - 1530330
N/A	14	Previous : \$1,597.60	2010 - S1D - IS - 1530000 - DOM-G2 - - CSC - 25707 - - - OPS - - - 1530330

		Change: \$0.00 Current : \$1,597.60	
N/A	15	Previous : \$715.00 Change: \$0.00 Current : \$715.00	2010 - S1D - IS - 1530000 - DOM-G2 - - HDQ - 25707 - - - OPS - - - 1530330
N/A	16	Previous : \$0.00 Change: \$73,860.46 Current : \$73,860.46	2011 - S1D - IS - 1530000 - DOM-G2 - - ADM - 25707 - - - FRB - - - 1530330
N/A	17	Previous : \$0.00 Change: \$5,443.52 Current : \$5,443.52	2011 - DXD - IS - 1530000 - DCF-G2 - - ADM - 25707 - - - FRB - - - 1530330
		PREVIOUS: \$3,649,436.02 CHANGE: \$79,303.98 CURRENT: \$3,728,740.00	

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>		1. CONTRACT ID CODE	OMB Clearance Control Number : 1103-0018
2. AMENDMENT/MODIFICATION NO 0006	3. EFFECTIVE DATE 06/29/2011	4. REQUISITION/PURCHASE REQ. NO. PR D-10-IS-0104	5. PROJECT NO. (if applicable)
6 ISSUED BY DEA Headquarters 8701 Morrisette Drive Attn: Rebecca Stegall (FACI) Springfield, VA 22152	CODE HQ	7. ADMINISTERED BY (If other than item 6)	CODE
8. NAME AND ADDRESS OF CONTRACTOR (No., street, country, state and ZIP Code)  BOOZ ALLEN HAMILTON INC. 8283 GREENSBORO DRIVE MCLEAN, VA 22102-3838		(X)	9A. AMENDMENT OF SOLICITATION NO.
			9B. DATED (SEE ITEM 11)
		X	10A. MODIFICATION OF CONTRACT/ORDER NO. DJD-10-C-0034
			10B. DATED (SEE ITEM 13) 06/30/2010
CODE 362513626		FACILITY CODE 006928857	

**11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS**

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing items 8 and 15, and returning \_\_\_\_\_ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment your desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

**12. ACCOUNTING AND APPROPRIATION DATA (if required)**

2010-DXD-IS-1530000-DCF-G2-FRB-25707-OPS-1530330-2010

**13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS.  
IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.**

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
X	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☒ is not, ☐ is required to sign this document and return copies to the issuing office.**14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible)**

The purpose of this unilateral modification is to:

1. Appoint Mary Donovan as Contracting Officer's Technical Representative (COTR) replacing Clarice Hillstrom.
2. Replace the Personnel Reporting Requirements with DEA-PH.0016 CONTRACTOR PERSONNEL REPORTING

See continuation sheet

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)  Taylor, Lisa	
15B. CONTRACTOR/OFFEROR  (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA By <u>Lisa Taylor</u> (Signature of Contracting Officer)	16C. DATE SIGNED 06/29/2011

NSN 7540-01-152-8070  
Previous edition unusableSTANDARD FORM 30 (REV. 10-83)  
Prescribed by GSA FAR (48 CFR) 53.243

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>		1. CONTRACT ID CODE	OMB Clearance Control Number : 1103-0018
2. AMENDMENT/MODIFICATION NO. 0007	3. EFFECTIVE DATE 09/30/2011	4. REQUISITION/PURCHASE REQ NO. See Lines	5. PROJECT NO. (If applicable)
6. ISSUED BY DEA Headquarters 8701 Morrisette Drive Attn: Rebecca Stegall (FACI) Springfield, VA 22152	CODE HQ	7. ADMINISTERED BY (If other than item 6)	CODE
8. NAME AND ADDRESS OF CONTRACTOR (No., street, country, state and ZIP Code)  BOOZ ALLEN HAMILTON INC. 8283 GREENSBORO DRIVE MCLEAN, VA 22102-3838		(X)	9A. AMENDMENT OF SOLICITATION NO.
			9B. DATED (SEE ITEM 11)
		X	10A. MODIFICATION OF CONTRACT/ORDER NO. DJD-10-C-0034
			10B. DATED (SEE ITEM 13) 06/30/2010
CODE 362513626	FACILITY CODE 006928857		

**11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS**

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing items 8 and 15, and returning \_\_\_\_\_ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment your desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

**12. ACCOUNTING AND APPROPRIATION DATA (If required)**

2010-DXD-IS-1530000-DCF-G2-FRB-25707-OPS-1530330-2010

**13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS.  
IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.**


CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
X	D. OTHER (Specify type of modification and authority) 52.217-9 Option to Extend the Term of the Contract (Mar 2000)

E. IMPORTANT: Contractor ☒ is not, ☐ is required to sign this document and return copies to the issuing office.

**14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)**

The purpose of this modification is to exercise the Government's unilateral right to exercise an Option in accordance with the contract clause FAR 52.217-9, Option to Extend the Term of the Contract. The Government hereby exercises Option Period I - Period of Performance 09/30/2011 through 09/29/2012. Funding for CLINs 1001 through 1014 is obligated in the amount of \$4,653,410.40 and as follows in Section B.

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Taylor, Lisa	
15B. CONTRACTOR/OFFEROR  (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA By  (Signature of Contracting Officer)	16C. DATE SIGNED 09 /01/2011

NSN 7540-01-152-8070  
Previous edition unusable

STANDARD FORM 30 (REV. 10-83)  
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**Section B - Supplies or Services and Prices/Costs****SCHEDULE OF SUPPLIES/SERVICES**

## CONTINUATION SHEET

ITEM NO.	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
(b)(4)					

(b)(4)

(b)(4)



(b)(4)

(b)(4)

(b)(4)

(b)(4)

(b)(4)

(b)(4)

(b)(4)

(b)(4)

PREVIOUS TOTAL	\$31,383,284.97
CHANGE	(\$620,038.40)
CURRENT TOTAL	\$30,763,246.57

## FUNDING DETAILS:

ITEM NO.	FUNDING LINE	OBLIGATED AMOUNT	ACCOUNTING CODES
N/A	1	Previous : \$261,458.05 Change: \$0.00 Current : \$261,458.05	2010 - DXD - IS - 1530000 - DCF-G2 - - FRB - 25707 - - - OPS - - - 1530330
N/A	2	Previous : \$7,505.38 Change: \$0.00 Current : \$7,505.38	2010 - DXD - IS - 1530000 - DCF-G2 - - ISC - 25707 - - - OPS - - - 1530330
N/A	3	Previous : \$1,376,998.37	2010 - S1D - IS - 1530000 - DOM-G2 - - ISC - 25707 - - - OPS - - - 1530330



		Change: \$0.00 Current : \$1,376,998.37	
N/A	4	Previous : \$936,198.26 Change: \$0.00 Current : \$936,198.26	2010 - S1D - IS - 1530000 - DOM-G2 - - FRB - 25707 - - - OPS - - - 1530330
N/A	5	Previous : \$126,168.08 Change: \$0.00 Current : \$126,168.08	2010 - S1D - IS - 1530000 - FGN-G2 - - FRB - 25707 - - - OPS - - - 1530330
N/A	6	Previous : \$102,192.08 Change: \$0.00 Current : \$102,192.08	2010 - S1D - IS - 1530000 - DOM-G2 - - FRB - 25707 - - - OPS - - - 1530330
N/A	7	Previous : \$471,035.60 Change: \$0.00 Current : \$471,035.60	2010 - S1D - IS - 1530000 - FGN-G2 - - ISC - 25707 - - - OPS - - - 1530330
N/A	8	Previous : \$8,142.86 Change: \$0.00 Current : \$8,142.86	2010 - S1D - IS - 1530000 - SLA-G2 - - FRB - 25707 - - - OPS - - - 1530330
N/A	9	Previous : \$287,447.06 Change: \$0.00 Current : \$287,447.06	2010 - S1D - IS - 1530000 - DOM-G2 - - ISC - 25707 - - - OPS - - - 1530330
N/A	10	Previous : \$13,270.87 Change: \$0.00 Current : \$13,270.87	2010 - S1D - IS - 1530000 - SLA-G2 - - ISC - 25707 - - - OPS - - - 1530330
N/A	11	Previous : \$38,431.75 Change: \$0.00 Current : \$38,431.75	2010 - S1D - IS - 1530000 - FGN-G1 - - ISC - 25707 - - - OPS - - - 1530330
N/A	12	Previous : \$3,639.28 Change: \$0.00 Current : \$3,639.28	2010 - S1D - IS - 1530000 - DOM-G1 - - FRB - 25707 - - - OPS - - - 1530330
N/A	13	Previous : \$14,635.78 Change: \$0.00 Current : \$14,635.78	2010 - S1D - IS - 1530000 - FGN-G1 - - FRB - 25707 - - - OPS - - - 1530330
N/A	14	Previous : \$1,597.60	2010 - S1D - IS - 1530000 - DOM-G2 - - CSC - 25707 - - - OPS - - - 1530330

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>		1. CONTRACT ID CODE DJD-10-C-0034	OMB Clearance Control Number: 1103-0018
2. AMENDMENT/MODIFICATION NO. 0008	3. EFFECTIVE DATE see box 16c	4. REQUISITION/PURCHASE REQ. NO. PR D-11-IS-0069	5. PROJECT NO. (if applicable)
6. ISSUED BY DEA Headquarters 8701 Morrisette Drive Attn: Rebecca Stegall (FACI) Springfield, VA 22152	CODE HQ	7. ADMINISTERED BY (if other than Item 6)	CODE
8. NAME AND ADDRESS OF CONTRACTOR (No., street, country, state and ZIP Code)  BOOZ ALLEN HAMILTON INC. 8283 GREENSBORO DRIVE MCLEAN, VA 22102-3838		(X)	9A. AMENDMENT OF SOLICITATION NO.
			9B. DATED (SEE ITEM 11)
		X	10A. MODIFICATION OF CONTRACT/ORDER NO. DJD-10-C-0034
			10B. DATED (SEE ITEM 13) 06/30/2010
CODE 362513626		FACILITY CODE 006928857	

### 11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in item 14. The hour and date specified for receipt of Offers ☐ is extended. ☐ is not extended

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing items 8 and 15, and returning \_\_\_\_\_ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment your desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

### 12. ACCOUNTING AND APPROPRIATION DATA (if required)

See Schedule

### 13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
X	D. OTHER (Specify type of modification and authority) Mutual Agreement of Both Parties
E. IMPORTANT: Contractor <input type="checkbox"/> is not, <input checked="" type="checkbox"/> is required to sign this document and return _____ copies to the issuing office	

### 14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible)

The purpose of this bilateral modification is to:  
replace Scott Snyderman as Project Manager with Greg Kruck. Rahmat Chaudary is removed from Key Personnel. Replacement Page H-20 of the contract is attached. Wynette Leak replaces Heather Richey as Contract Administration for the contract. Replacement Page H-15 is attached. There is no charge to the value of the contract. See Continuation Page.

Except as provided herein, all terms and conditions of the document referenced in item 8A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)  George Schu, SVP		15B. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)  Taylor, Lisa	
15C. DATE SIGNED (b)(4)	15D. UNITED STATES OF AMERICA By <u>Dina Taylor</u> (Signature of Contracting Officer)	15E. DATE SIGNED 12-5-11	
(Signature of person authorized to sign)			

NSN 7540-01-152-8070  
Previous edition unusable

STANDARD FORM 30 (REV. 10-83)  
Prescribed by GSA FAR (48 CFR) 53.243

## Section G – Contract Administration Data

1. DEA-PG.0001 Contract Administration Points of Contact (Jul 2008)

## Section H – Special Contract Requirements

1. DEA-PH.0004 Key Personnel Positions (JUL 2008) is updated to include Key Personnel names. See substitution page 20.

A vertical line in the right margin indicates changes. The contractor shall make complete page substitution in the contract as follows:

Section	Remove	Insert
G	15	15
H	20	20

voices that may be submitted under the above referenced order.

DEA-2852.232-82 Release Of Residual Funds (Greater Than \$100) (SEP 2004)

If funds greater than \$100 remain on this order after payment of the final invoice, the Government will issue a bilateral modification to authorize release of those funds. The contractor's signature on the modification will constitute understanding and agreement that all outstanding obligations incurred on this order have been satisfied. The Government shall not be held liable for the payment of any further invoices submitted under this order. The contractor will have up to 30 calendar days after issuance of the modification to sign and return it. Further, failure to sign and return the modification within the stated time period shall be considered acceptance of the Government's intent to deobligate the residual funds' and releases the Government from any future liability stemming from or related to this order.

DEA-2852.232-84 Invoice Requirements (DEC 2008)

(a) The contractor shall submit scanned or electronic images of invoice(s) to the following email address: invoice.inspections@usdoj.gov, with copies to Mary.C.Donovan@usdoj.gov and Lisa.Taylor2@usdoj.gov. The date of record for invoice receipt is established on the day of receipt of the email if it arrives before the end of standard business hours (5 p.m. local), or the next business day if the invoice arrives outside of normal business hours. Scanned documents with original signatures in .pdf or other graphic formats attached to the email are acceptable. Digital/electronic signatures and certificates cannot be processed by DEA and will be returned.

(b) In addition to the items required in FAR clause 52.232-25, PROMPT PAYMENT, at (a)(3)(i) through (x), a proper invoice shall also include the following minimum additional information and/or attached documentation.

(1) Total/cumulative charges for the billing period for each Contract Line Item Number (CLIN);

(2) Dates upon which items/services were delivered;

(3) The Contractor's Taxpayer Identification Number (TIN); and

(4) A statement signed by a responsible official of the concern substantially similar if not identical to the following: "I certify that the items above have been delivered in accordance with the contract, and that all charges are true, correct, and have not been previously billed."

\_\_\_\_\_  
Contractor's Signature Date

\_\_\_\_\_  
(Printed Name/Title/Company/Telephone Number)

(c) Invoices will be rejected if they do not display/open/execute properly, are not legible, or if they do not contain the required information or signatures for processing.

(End of Clause)

DEA-PG.0001 Contract Administration Points of Contact (JUL 2008)

Contract administration for the DEA will be performed by:

U. S. Department of Justice

Drug Enforcement Administration

Office of Acquisition Management (FA)

Contract Specialist/telephone #/email - Rebecca Stegall

(202) 307-1323 / Rebecca.V.Stegall@usdoj.gov

Contracting Officer/telephone #/email - Lisa Taylor

(202) 307-7820 / Lisa.Taylor2@usdoj.gov

Contracting Officer's Technical Representative (COTR): See JAR 2852.201-70

Contract administration for the contractor shall be performed by:

Name: Wynnette Leak - Title Senior Contracts Administrator

Address 901 15<sup>th</sup> Street, NW, Washington, DC 20005

Telephone (202) 346-9762

Leak\_Wynnette@bah.com

#### H.6 Special Security Requirements for COMSEC Access (November 2009)

The COTR/TM is responsible for completing Part I - Request for Issuance of form DEA-56, Cryptographic Access, for the contractor's personnel and submitting the form to DEA's Personnel Security Section to complete Part II - Authorization. Upon receipt of the authorized DEA-56, DEA's COMSEC Central Office of Record (COMSEC COR), the COMSEC COR will notify the COTR/TM and arrange for the individual(s) to receive a cryptographic access briefing. The individual(s) must sign Part III - Briefing Certification and Formal Authorization of form DEA-56. The contractor shall immediately notify the COTR/TM when an individual(s) will be reassigned or otherwise cease performance on this contract. The COTR/TM will arrange for the individual(s) to be debriefed by DEA's COMSEC COR. The individual(s) must sign Part IV - Debriefing Certification of form DEA-56.

The contractor's personnel shall notify the COTR/TM of any of the following circumstances. The COTR/TM will in turn notify DEA's COMSEC COR.

- An intention to travel outside the United States, whether for official or unofficial purposes.
- Any occurrence of illegal or unauthorized access being sought to cryptographic or other sensitive information.
- Reason to believe that he/she may be the target of an attempted exploitation by a foreign entity.

#### 2852.223-70 Unsafe Conditions Due to the Presence of Hazardous Material (June 1996)

(a) "Unsafe condition" as used in this clause means the actual or potential exposure of contractor or Government employees to a hazardous material as defined in Federal Standard No. 313, and any revisions thereto during the term of this contract, or any other material or working condition designated by the Contracting Officer's Technical Representative (COTR) as potentially hazardous and requiring safety controls.

(b) The Occupational Safety and Health Administration (OSHA) is responsible for issuing and administering regulations that require contractors to apprise its employees of all hazards to which they may be exposed in the course of their employment; proper conditions and precautions for safe use and exposure; and related symptoms and emergency treatment in the event of exposure.

(c) Prior to commencement of work, contractors are required to inspect for and report to the contracting officer or designee the presence of, or suspected presence of, any unsafe condition including asbestos or other hazardous materials or working conditions in areas in which they will be working.

(d) If during the performance of the work under this contract, the contractor or any of its employees, or subcontractor employees, discovers the existence of an unsafe condition, the contractor shall immediately notify the contracting officer, or designee, (with written notice provided not later than three (3) working days thereafter) of the existence of an unsafe condition. Such notice shall include the contractor's recommendations for the protection and the safety of Government, contractor and subcontractor personnel and property that may be exposed to the unsafe condition.

(e) When the Government receives notice of an unsafe condition from the contractor, the parties will agree on a course of action to mitigate the effects of that condition and, if necessary, the contract will be amended. Failure to agree on a course of action will constitute a dispute under the Disputes clause of this contract.

(f) Nothing contained in this clause shall relieve the contractor or subcontractors from complying with applicable Federal, State, and local laws, codes, ordinances and regulations (including the obtaining of licenses and permits) in connection with hazardous material including but not limited to the use, disturbance, or disposal of such material.

(End of Clause)

#### DEA-PH.0004 Key Personnel Positions (JUL 2008)

The Contractor shall select qualified personnel for the designated key personnel positions set forth in this contract. Key personnel are considered essential to the work being performed. Individuals proposed and accepted as key personnel under this contract shall remain dedicated to the contract for the entire period of performance. The following positions are designated as key personnel for the purpose of this contract:

(b)(4)

(use "\*" after the position title to designate positions not subject to the Service Contract Act)

During the period of performance of the contract, key personnel positions may become vacant. Because these key positions significantly affect contract risk and performance, the contractor shall take all reasonable and necessary measures to mitigate any impact on

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>		1 CONTRACT ID CODE DJD-10-C-0034	OMB Clearance Control Number 1103-0018
2 AMENDMENT/MODIFICATION NO. 0009	3 EFFECTIVE DATE see block 16c	4 REQUISITION/PURCHASE REQ NO. PR D-11-IS-0069	5 PROJECT NO. (If applicable)
6 ISSUED BY DEA Headquarters 8701 Morrisette Drive Attn: Rebecca Stegall (FACI) Springfield, VA 22152	CODE HQ	7 ADMINISTERED BY (If other than Item 6)	CODE
8 NAME AND ADDRESS OF CONTRACTOR (No. street, country, state and ZIP Code)  BOOZ ALLEN HAMILTON INC. 8283 GREENSBORO DRIVE MCLEAN, VA 22102-3838		(X)	9A AMENDMENT OF SOLICITATION NO
			9B DATED (SEE ITEM 11)
		X	10A MODIFICATION OF CONTRACT/ORDER NO DJD-10-C-0034
			10B DATED (SEE ITEM 13) 06/30/2010
CODE 362513626		FACILITY CODE 006928857	

### 11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended. ☐ is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing items 8 and 15, and returning \_\_\_\_\_ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment your desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

### 12 ACCOUNTING AND APPROPRIATION DATA (If required)

2011-2011-S1D-IS-1530330-DOM-G2-ADM-25707-HDQ-1530330

### 13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
X	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☒ is not, ☐ is required to sign this document and return copies to the issuing office.

### 14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible)

The purpose of this modification is to correct JPAC payment made from the incorrect fiscal year. There is no change in the value of the contract.

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)	15A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Taylor, Lisa		
15B. CONTRACTOR/OFFEROR  (Signature of person authorized to sign)	15C. DATE SIGNED	15B. UNITED STATES OF AMERICA By <i>Lisa Taylor</i> (Signature of Contracting Officer)	15C. DATE SIGNED 02/06/2012

NSN 7540-01-152-8070  
Previous edition unusable

STANDARD FORM 30 (REV. 10-83)  
Prescribed by GSA FAR (48 CFR) 53.243

## Section B - Supplies or Services and Prices/Costs

**SCHEDULE OF SUPPLIES/SERVICES**

## CONTINUATION SHEET

ITEM NO.	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
PREVIOUS TOTAL					\$30,763,246.57
CHANGE					\$0.00
CURRENT TOTAL					\$30,763,246.57

## FUNDING DETAILS:

ITEM NO.	FUNDING LINE	OBLIGATED AMOUNT	ACCOUNTING CODES
N/A	18	Previous : \$4,305,335.31 Change: (\$234,417.81) Current : \$4,070,917.50	2011 - S1D - IS - 1530330 - DOM-G2 - - ADM - 25707 - - - HDQ - - - 1530330
N/A	19	Previous : \$348,075.09 Change: (\$18,218.06) Current : \$329,857.03	2011 - DXD - IS - 1530000 - DCF-G2 - - ADM - 25707 - - - HDQ - - - 1530330
		PREVIOUS: \$8,382,150.40 CHANGE: (\$252,635.87) CURRENT: \$8,129,514.53	

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>		1. CONTRACT ID CODE DJD-10-C-0034	OMB Clearance Control Number 1103-0018
2. AMENDMENT/MODIFICATION NO. 0010	3. EFFECTIVE DATE 02/15/2012	4. REQUISITION/PURCHASE REQ. NO. PR D-10-IS-0104	5. PROJECT NO. (If applicable)
6. ISSUED BY DEA Headquarters 8701 Morrisette Drive Attn: Rebecca Stegall (FACI) Springfield, VA 22152	CODE HQ	7. ADMINISTERED BY (If other than Item 6)	CODE
8. NAME AND ADDRESS OF CONTRACTOR (No., street, country, state and ZIP Code)  BOOZ ALLEN HAMILTON INC. 8283 GREENSBORO DRIVE MCLEAN, VA 22102-3838		(X)	9A. AMENDMENT OF SOLICITATION NO.
			9B. DATED (SEE ITEM 11)
		X	10A. MODIFICATION OF CONTRACT/ORDER NO. DJD-10-C-0034
			10B. DATED (SEE ITEM 13) 06/30/2010
CODE 362513626		FACILITY CODE 006928857	

### 11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended. ☐ is not extended

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing items 8 and 15, and returning \_\_\_\_\_ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment your desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

### 12. ACCOUNTING AND APPROPRIATION DATA (If required)

2010-DXD-IS-1530000-DCF-G2-FRB-25707-OPS-1530330-2010

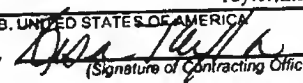
### 13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
X	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☒ is not, ☐ is required to sign this document and return copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible)  
Second modification to correct payment made from incorrect header accounting line and fiscal year.  
Funds are re-obligated to correct fiscal year.

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)  Taylor, Lisa	
15B. CONTRACTOR/OFFEROR  (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA By  (Signature of Contracting Officer)	16C. DATE SIGNED 02/15/2012

NSN 7540-01-152-8070  
Previous edition unusable

STANDARD FORM 30 (REV. 10-83)  
Prescribed by GSA FAR (48 CFR) 53.243



## Section B - Supplies or Services and Prices/Costs

**SCHEDULE OF SUPPLIES/SERVICES**

## CONTINUATION SHEET

ITEM NO.	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
PREVIOUS TOTAL					\$30,763,246.57
CHANGE					\$0.00
CURRENT TOTAL					\$30,763,246.57

## FUNDING DETAILS:

ITEM NO.	FUNDING LINE	OBLIGATED AMOUNT	ACCOUNTING CODES
N/A	1	Previous : \$261,458.05 Change: \$18,218.06 Current : \$279,676.11	2010 - DXD - IS - 1530000 - DCF-G2 - - FRB - 25707 - - - OPS - - - 1530330
N/A	3	Previous : \$1,376,998.37 Change: \$234,417.81 Current : \$1,611,416.18	2010 - S1D - IS - 1530000 - DOM-G2 - - ISC - 25707 - - - OPS - - - 1530330
		PREVIOUS: \$8,129,514.53 CHANGE: \$252,635.87 CURRENT: \$8,382,150.40	

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>		1. CONTRACT ID CODE DJD-10-C-0034	OMB Clearance Control Number: 1103-0018
2. AMENDMENT/MODIFICATION NO. 0011	3. EFFECTIVE DATE see box 16c	4. REQUISITION/PURCHASE REQ. NO. See Lines	5. PROJECT NO. (if applicable)
6. ISSUED BY DEA Headquarters 8701 Morrisette Drive Attn: Rebecca Stegall (FACI) Springfield, VA 22152	CODE HQ	7. ADMINISTERED BY (If other than Item 6)	CODE
8. NAME AND ADDRESS OF CONTRACTOR (No., street, country, state and ZIP Code)  BOOZ ALLEN HAMILTON INC. 8283 GREENSBORO DRIVE MCLEAN, VA 22102-3838		(X)	9A. AMENDMENT OF SOLICITATION NO.
			9B. DATED (SEE ITEM 11)
		X	10A. MODIFICATION OF CONTRACT/ORDER NO. DJD-10-C-0034
			10B. DATED (SEE ITEM 13) 06/30/2010
CODE 362513626		FACILITY CODE 006928857	

**11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS**

☐ The above numbered solicitation is amended as set forth in item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing items 8 and 15, and returning \_\_\_\_\_ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment your desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

**12. ACCOUNTING AND APPROPRIATION DATA (if required)**

2010-DXD-IS-1530000-DCF-G2-FRB-25707-OPS-1530330-2010

**13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS.  
IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.**

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
X	D. OTHER (Specify type of modification and authority) Mutual Agreement of Both Parties

E. IMPORTANT: Contractor ☐ is not, ☒ is required to sign this document and return \_\_\_\_\_ copies to the issuing office.

**14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)**

The purpose of this bilateral modification is to:

1. Add William Von Ah as Key Personnel - Consultant (POP six months/NTE 09/29/2012)
2. There is a realignment of funds as follows:

See Continuation Sheet

Except as provided herein, all terms and conditions of the document referenced in item 8A or 10A, as heretofore changed, remains unchanged and in full force and effect

15A. NAME AND TITLE OF SIGNER (Type or print) George Schu, Senior Vice President	16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Taylor, Lisa
15C. DATE SIGNED (b)(4) (Signature of person authorized to sign)	16C. DATE SIGNED 5-16-14 (Signature of Contracting Officer)
15B. UNITED STATES OF AMERICA By	16B. UNITED STATES OF AMERICA By

NSN 7540-01-152-8070  
Previous edition unusable

STANDARD FORM 30 (REV. 10-83)  
Prescribed by GSA FAR (48 CFR) 53.243

**Section B - Supplies or Services and Prices/Costs****SCHEDULE OF SUPPLIES/SERVICES**

CONTINUATION SHEET

ITEM NO.	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
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(b)(4)

(b)(4)

PREVIOUS TOTAL	\$30,763,246.57
CHANGE	\$0.00
CURRENT TOTAL	\$30,763,246.57

## FUNDING DETAILS:

ITEM NO.	FUNDING LINE	OBLIGATED AMOUNT	ACCOUNTING CODES
N/A	1	Previous : \$279,676.11 Change: \$0.00 Current : \$279,676.11	2010 - DXD - IS - 1530000 - DCF-G2 - - FRB - 25707 - - - OPS - - - 1530330
N/A	3	Previous : \$1,611,416.18 Change: \$0.00 Current : \$1,611,416.18	2010 - S1D - IS - 1530000 - DOM-G2 - - ISC - 25707 - - - OPS - - - 1530330
		PREVIOUS: \$8,382,150.40 CHANGE: \$0.00 CURRENT: \$8,382,150.40	

Continuation Sheet Mod 0011 DJD-10-C-0034

Realignment of Funds

CLIN #	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	AMOUNT
(b)(4)					
				<b>Total</b>	<b>\$0.00</b>

THERE IS NO CHANGE TO THE VALUE OF THE CONTRACT

Section H – Special Contract Requirements

1. DEA-PH.0004 Key Personnel Positions (JUL 2008) is updated to include Key Personnel names. See substitution page 20.

A vertical line in the right margin indicates changes. The contractor shall make complete page substitution in the contract as follows:

Section	Remove	Insert
H	20	20

#### H.6 Special Security Requirements for COMSEC Access (November 2009)

The COTR/TM is responsible for completing Part I - Request for Issuance of form DEA-56, Cryptographic Access, for the contractor's personnel and submitting the form to DEA's Personnel Security Section to complete Part II - Authorization. Upon receipt of the authorized DEA-56, DEA's COMSEC Central Office of Record (COMSEC COR), the COMSEC COR will notify the COTR/TM and arrange for the individual(s) to receive a cryptographic access briefing. The individual(s) must sign Part III - Briefing Certification and Formal Authorization of form DEA-56. The contractor shall immediately notify the COTR/TM when an individual(s) will be reassigned or otherwise cease performance on this contract. The COTR/TM will arrange for the individual(s) to be debriefed by DEA's COMSEC COR. The individual(s) must sign Part IV - Debriefing Certification of form DEA-56.

The contractor's personnel shall notify the COTR/TM of any of the following circumstances. The COTR/TM will in turn notify DEA's COMSEC COR.

- An intention to travel outside the United States, whether for official or unofficial purposes.
- Any occurrence of illegal or unauthorized access being sought to cryptographic or other sensitive information.
- Reason to believe that he/she may be the target of an attempted exploitation by a foreign entity.

#### 2852.223-70 Unsafe Conditions Due to the Presence of Hazardous Material (June 1996)

(a) "Unsafe condition" as used in this clause means the actual or potential exposure of contractor or Government employees to a hazardous material as defined in Federal Standard No. 313, and any revisions thereto during the term of this contract, or any other material or working condition designated by the Contracting Officer's Technical Representative (COTR) as potentially hazardous and requiring safety controls.

(b) The Occupational Safety and Health Administration (OSHA) is responsible for issuing and administering regulations that require contractors to apprise its employees of all hazards to which they may be exposed in the course of their employment; proper conditions and precautions for safe use and exposure; and related symptoms and emergency treatment in the event of exposure.

(c) Prior to commencement of work, contractors are required to inspect for and report to the contracting officer or designee the presence of, or suspected presence of, any unsafe condition including asbestos or other hazardous materials or working conditions in areas in which they will be working.

(d) If during the performance of the work under this contract, the contractor or any of its employees, or subcontractor employees, discovers the existence of an unsafe condition, the contractor shall immediately notify the contracting officer, or designee, (with written notice provided not later than three (3) working days thereafter) of the existence of an unsafe condition. Such notice shall include the contractor's recommendations for the protection and the safety of Government, contractor and subcontractor personnel and property that may be exposed to the unsafe condition.

(e) When the Government receives notice of an unsafe condition from the contractor, the parties will agree on a course of action to mitigate the effects of that condition and, if necessary, the contract will be amended. Failure to agree on a course of action will constitute a dispute under the Disputes clause of this contract.

(f) Nothing contained in this clause shall relieve the contractor or subcontractors from complying with applicable Federal, State, and local laws, codes, ordinances and regulations (including the obtaining of licenses and permits) in connection with hazardous material including but not limited to the use, disturbance, or disposal of such material.

(End of Clause)

#### DEA-PH.0004 Key Personnel Positions (JUL 2008)

The Contractor shall select qualified personnel for the designated key personnel positions set forth in this contract. Key personnel are considered essential to the work being performed. Individuals proposed and accepted as key personnel under this contract shall remain dedicated to the contract for the entire period of performance. The following positions are designated as key personnel for the purpose of this contract:

(b)(4)

(use "\*" after the position title to designate positions not subject to the Service Contract Act)

During the period of performance of the contract, key personnel positions may become vacant. Because these key positions significantly affect contract risk and performance, the contractor shall take all reasonable and necessary measures to mitigate any impact on

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>		1. CONTRACT ID CODE DJD-10-C-0034	OMB Clearance Control Number: 1103-0018
2. AMENDMENT/MODIFICATION NO. 0012	3. EFFECTIVE DATE see block 16c	4. REQUISITION/PURCHASE REQ NO PR D-11-IS-0069	5. PROJECT NO (if applicable)
6. ISSUED BY CODE DEA Headquarters 8701 Morrisville Drive Attn: Rebecca Stegall (FACI) Springfield, VA 22152	CODE HQ	7. ADMINISTERED BY (if other than Item 6)	CODE
8. NAME AND ADDRESS OF CONTRACTOR (No., street, country, state and ZIP Code)  BOOZ ALLEN HAMILTON INC. 8283 GREENSBORO DRIVE MCLEAN, VA 22102-3838		(X)	9A. AMENDMENT OF SOLICITATION NO.
			9B. DATED (SEE ITEM 11)
		X	10A. MODIFICATION OF CONTRACT/ORDER NO. DJD-10-C-0034
			10B. DATED (SEE ITEM 13) 06/30/2010
CODE 362513626		FACILITY CODE 006928857	

## 11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in item 14. The hour and date specified for receipt of Offers ☐ is extended. ☐ is not extended

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing items 8 and 15, and returning \_\_\_\_\_ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment your desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

## 12. ACCOUNTING AND APPROPRIATION DATA (if required)

See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS.  
IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
X	D. OTHER (Specify type of modification and authority) Mutual Agreement of Both Parties

E. IMPORTANT: Contractor ☐ is not. ☒ is required to sign this document and return \_\_\_\_\_ copies to the issuing office.

## 14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible)

The purpose of this modification is to add CLIN 1015, Mid Level Consultant and CLIN 1016, INFOSEC Architect as well as CLINs 2015, 3015, 4015 and 2016, 3016, and 4016 to the additional option years of the contract. The CLINs may be utilized if funds become available.

It is a no cost modification which realigns 720 hours from existing CLINs to the new CLINs.  
(See Continuation Sheet for realignment detail, new CLIN Descriptions and BAH Proposal # 0828-0000-01)

Except as provided herein, all terms and conditions of the document referenced in item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print) George Schu, Senior Vice President	16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Taylor, Lisa
(b)(4) (Signature of person authorized to sign)	15C. DATE SIGNED 7/23/12
16B. UNITED STATES OF AMERICA By <i>[Signature]</i> (Signature of Contracting Officer)	16C. DATE SIGNED 7-23-12

NSN 7540-01-152-8070  
Previous edition unusable

STANDARD FORM 30 (REV. 10-83)  
Prescribed by GSA FAR (48 CFR) 53.243

Section B - Supplies or Services and Prices/Costs

SCHEDULE OF SUPPLIES/SERVICES					
CONTINUATION SHEET					
ITEM NO.	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT

(b)(4)

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(b)(4)

(b)(4)

PREVIOUS TOTAL	\$30,763,246.57
CHANGE	\$0.00
CURRENT TOTAL	\$30,763,246.57

Continuation Sheets

Contract DJD-10-C-0034 Realignment of Labor Hours					
CLIN #	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	AMOUNT
(b)(4)					
TOTAL		(b)(4)			\$100,648.80

The following modification will be performed under task 7.0 INCIDENT MANAGEMENT PROGRAM

The following two new positions are proposed.

#### (1) INFOSEC ARCHITECT

**DUTIES:** This position supports the development, operation, and maintenance of hardware, software, and operating systems. The INFOSEC Architect is primarily required to configure and maintain the software tools utilized by the DEA, as well as supporting the implementation and testing of potential software and hardware solutions to support threat detection. The INFOSEC Architect is expected to be capable of lending subject matter expertise on security products and interpret direction from intelligence, cyber security, legal, and forensic resources.

**EXPERIENCE:** Includes eight (8) years of experience in telecommunications or information systems at progressively increasing levels of responsibility and six (6) years of information security experience. Qualifying experience includes security software implementation, security operations center experience, systems administration (Windows, Linux and VMware), performance of penetration testing exercises, performance of computer forensics, and implementation of insider threat programs at federal agencies. Preferred experience includes engineering and administration of the following products: ArcSight, Sourcefire Intrusion Detection System, Verdasys Digital Guardian, and case management systems.

**EDUCATION SUBSTITUTION:** An advanced degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline may be considered equivalent to two (2) years of generalized and two (2) years of information security specialized experience. Certificates such as Microsoft's MCSE or Cisco's CCNA, CCDA, or CCIE may be considered equivalent to two (2) years of generalized experience and two (2) years of information technology experience. The CISSP certificate may be considered equivalent to two (2) years of information security and general experience.

**ADDITIONAL QUALIFICATIONS:** Must be able to successfully complete a DEA background investigation in conjunction with being an active Secret or higher clearance holder and must be eligible for a Top Secret clearance if requested.

#### (2) MID-LEVEL CONSULTANT

**DUTIES:** This position supports the development, operation, and maintenance of hardware, software, and operating systems. The Mid-level consultant serves as an intermediate subject matter expert in information technology and security at the enterprise level. Develops, coordinates, and implements enterprise, system, and application level security standards. Demonstrates in-depth knowledge of federally mandated standards, procedures, guidelines, and best practices. Performs security engineering activities, including designing, configuring, and implementing software and hardware. Exhibits exceptional verbal and written communication skills, and is capable of coordinating across technical and non-technical organizations.

**EXPERIENCE:** Includes ten (10) years of experience in telecommunications or information systems at progressively increasing levels of responsibility and eight (8) years of information security experience. Qualifying experience includes security software implementation, certification and authorization activities, information security policy development, security operations center experience, systems administration (Windows, Linux and VMware), performance of penetration testing exercises, performance of computer forensics, and implementation of insider threat programs at federal agencies.

**EDUCATION SUBSTITUTION:** An advanced degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline may be considered equivalent to two (2) years of generalized and two (2) years of information security specialized experience. Certificates such as Microsoft's MCSE or Cisco's CCNA, CCDA, or CCIE, may be considered equivalent to two (2) years of generalized experience

and two (2) years of information technology experience. The CISSP certificate may be considered equivalent to two (2) years of information security and general experience.

**ADDITIONAL QUALIFICATIONS:** Must be able to successfully complete a DEA background investigation in conjunction with being an active Secret or higher clearance holder and must be eligible for a Top Secret clearance if requested.

(b)(4)



**TABLE OF CONTENTS**

(b)(4)

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Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this proposal.

**GENERAL PROPOSAL INFORMATION**

(b)(4)





(b)(4)

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Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this proposal.

(b)(4)



(b)(4)



(b)(4)



Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this proposal.

(b)(4)



Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this proposal.

7

(b)(4)



<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>		1. CONTRACT ID CODE DJD-10-C-0034	OMB Clearance Control Number: 1103-0018
2. AMENDMENT/MODIFICATION NO. 0013	3. EFFECTIVE DATE see block 16c	4. REQUISITION/PURCHASE REQ. NO. PR D-12-IS-0056	5. PROJECT NO. (If applicable)
6. ISSUED BY DEA Headquarters 8701 Morrisette Drive Attn: Rebecca Stegall (FACI) Springfield, VA 22152	CODE HQ	7. ADMINISTERED BY (If other than Item 6)	CODE
8. NAME AND ADDRESS OF CONTRACTOR (No., street, country, state and ZIP Code)  BOOZ ALLEN HAMILTON INC. 8283 GREENSBORO DRIVE MCLEAN, VA 22102-3838		(X)	9A. AMENDMENT OF SOLICITATION NO
			9B. DATE (SEE ITEM 11)
		X	10A. MODIFICATION OF CONTRACT/ORDER NO DJD-10-C-0034
			10B. DATED (SEE ITEM 13) 06/30/2010
CODE 362513626		FACILITY CODE 006928857	

**11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS**

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended. ☐ is not extended

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing items 8 and 15, and returning \_\_\_\_\_ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment your desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

**12. ACCOUNTING AND APPROPRIATION DATA (If required)**

2012-2012-S1D-IS-1530330-DOM-G2-ADM-25707-HDQ-1530330

**13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS.  
IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.**

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14. PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
X	D. OTHER (Specify type of modification and authority) 52.217-9 Option to Extend the Term of the Contract(Mar2000)

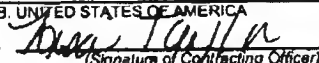
E. IMPORTANT: Contractor ☒ is not. ☐ is required to sign this document and return \_\_\_\_\_ copies to the issuing office

**14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)**

The purpose of this modification is to: 1.) exercise Option Period II of the contract 2.) update Key Personnel 3.) add Insider Threat language to the contract 4.) administrative correction to POP for CLIN 1010.

See continuation sheet.

Except as provided herein, all terms and conditions of the document referenced in item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)  Taylor, Lisa.	
15B. CONTRACTOR/OFFEROR  (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA By  (Signature of Contracting Officer)	16C. DATE SIGNED 08/27/2012

NSN 7540-01-152-8070  
Previous edition unusable

STANDARD FORM 30 (REV. 10-83)  
Prescribed by GSA FAR (48 CFR) 53.243

Section B - Supplies or Services and Prices/Costs

**SCHEDULE OF SUPPLIES/SERVICES**

CONTINUATION SHEET

ITEM NO.	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
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(b)(4)



(b)(4)

PREVIOUS TOTAL

\$30,763,246.57

CHANGE	(\$761,118.16)
CURRENT TOTAL	\$30,002,128.41

## FUNDING DETAILS:

ITEM NO.	FUNDING LINE	OBLIGATED AMOUNT	ACCOUNTING CODES
N/A	20	Previous : \$0.00 Change: \$4,769,514.00 Current : \$4,769,514.00	2012 - S1D - IS - 1530330 - DOM-G2 - - ADM - 25707 - - - HDQ - - - 1530330
N/A	21	Previous : \$0.00 Change: \$411,855.31 Current : \$411,855.31	2012 - DXD - IS - 1530000 - DCF-G2 - - SEC - 25707 - - - HDQ - - - 1530330
N/A	22	Previous : \$0.00 Change: \$65,220.93 Current : \$65,220.93	2012 - S1D - IS - 1530000 - DOM-G2 - - ADM - 25707 - - - HDQ - - - 1530000
N/A	23	Previous : \$0.00 Change: \$775,575.20 Current : \$775,575.20	2012 - S1R - NC - 1530000 - DOM-G2 - 154A - INT - 25707 - - - HDQ - - - 1530000
		PREVIOUS: \$8,382,150.40 CHANGE: \$6,022,165.44 CURRENT: \$14,404,315.84	

### Mod 0013 Continuation Sheet

The purpose of this modification is to:

1. Exercise the Government's unilateral right to exercise an Option in accordance with the contract clause FAR 52.217-9, Option to Extend the Term of the Contract. The Government hereby exercises Option Period II - Period of Performance 09/30/2012 through 09/29/2013. Funding for CLINs 2001 through 2016 is obligated in the amount of \$6,022,165.44 and as follows in Section B of the modification.

(b)(4)

3. Insider Threat Language Added: Section 7.12 - Insider Threat Detection and Prevention Program is added to the contract in support of CLINs 2015 and 2016. See attached substitution page 48.

4. CLIN 1010. Period of Performance for the CLIN was inadvertently left unchanged after the stop work order was lifted. The administrative change allows for the current invoice to be paid.

A vertical line in the right margin indicates changes. The contractor shall make complete page substitution in the contract as follows:

Section	Remove	Insert
C	Page 48	Page 48
H	Page 20	Page 20

The overall value of the contract does not change. All unfunded positions are based on if funds become available.

new or replacement products. Upon approval by the COTR or TPOC, the Contractor shall prepare the appropriate acquisition paperwork following internal established procedures.  
(Deliverable 7.11)

#### **7.12 Insider Threat Detection and Prevention Program**

The Contractor shall develop a concept of operations, matrices, policies and procedures, training and awareness materials to support the DEA insider threat program. The Contractor shall provide strategic advice on the implementation of insider threat detection and mitigation best practices. The Contractor shall monitor network traffic, audit logs, security event and incident management consoles, and data loss prevention tool' and conduct in-depth analysis to identify suspicious, anomalous, or inappropriate employee (insider) activity on classified and sensitive but unclassified information systems. Suspicious, unusual, or inappropriate activity includes but is not limited to, intentional or unintentional mishandling of information, unauthorized use or copy of information onto removable media, misclassification of data, and data released or transferred to unauthorized individuals. The Contractor shall identify and enhance reporting structures to include applicable intelligence/counterintelligence stakeholders. Upon identifying anomalous activities, the Contractor shall employ technical and procedural measures to detect and/or prevent data loss simultaneously across applications, devices, and channels.

#### H.6 Special Security Requirements for COMSEC Access (November 2009)

The COTR/TM is responsible for completing Part I - Request for Issuance of form DEA-56, Cryptographic Access, for the contractor's personnel and submitting the form to DEA's Personnel Security Section to complete Part II - Authorization. Upon receipt of the authorized DEA-56, DEA's COMSEC Central Office of Record (COMSEC COR), the COMSEC COR will notify the COTR/TM and arrange for the individual(s) to receive a cryptographic access briefing. The individual(s) must sign Part III - Briefing Certification and Formal Authorization of form DEA-56.

The contractor shall immediately notify the COTR/TM when an individual(s) will be reassigned or otherwise cease performance on this contract. The COTR/TM will arrange for the individual(s) to be debriefed by DEA's COMSEC COR. The individual(s) must sign Part IV - Debriefing Certification of form DEA-56.

The contractor's personnel shall notify the COTR/TM of any of the following circumstances. The COTR/TM will in turn notify DEA's COMSEC COR.

- An intention to travel outside the United States, whether for official or unofficial purposes.
- Any occurrence of illegal or unauthorized access being sought to cryptographic or other sensitive information.
- Reason to believe that he/she may be the target of an attempted exploitation by a foreign entity.

#### 2852.223-70 Unsafe Conditions Due to the Presence of Hazardous Material (June 1996)

(a) "Unsafe condition" as used in this clause means the actual or potential exposure of contractor or Government employees to a hazardous material as defined in Federal Standard No. 313, and any revisions thereto during the term of this contract, or any other material or working condition designated by the Contracting Officer's Technical Representative (COTR) as potentially hazardous and requiring safety controls.

(b) The Occupational Safety and Health Administration (OSHA) is responsible for issuing and administering regulations that require contractors to apprise its employees of all hazards to which they may be exposed in the course of their employment; proper conditions and precautions for safe use and exposure; and related symptoms and emergency treatment in the event of exposure.

(c) Prior to commencement of work, contractors are required to inspect for and report to the contracting officer or designee the presence of, or suspected presence of, any unsafe condition including asbestos or other hazardous materials or working conditions in areas in which they will be working.

(d) If during the performance of the work under this contract, the contractor or any of its employees, or subcontractor employees, discovers the existence of an unsafe condition, the contractor shall immediately notify the contracting officer, or designee, (with written notice provided not later than three (3) working days thereafter) of the existence of an unsafe condition. Such notice shall include the contractor's recommendations for the protection and the safety of Government, contractor and subcontractor personnel and property that may be exposed to the unsafe condition.

(e) When the Government receives notice of an unsafe condition from the contractor, the parties will agree on a course of action to mitigate the effects of that condition and, if necessary, the contract will be amended. Failure to agree on a course of action will constitute a dispute under the Disputes clause of this contract.

(f) Nothing contained in this clause shall relieve the contractor or subcontractors from complying with applicable Federal, State, and local laws, codes, ordinances and regulations (including the obtaining of licenses and permits) in connection with hazardous material including but not limited to the use, disturbance, or disposal of such material.

(End of Clause)

#### DEA-PH.0004 Key Personnel Positions (JUL 2008)

The Contractor shall select qualified personnel for the designated key personnel positions set forth in this contract. Key personnel are considered essential to the work being performed. Individuals proposed and accepted as key personnel under this contract shall remain dedicated to the contract for the entire period of performance. The following positions are designated as key personnel for the purpose of this contract:

(b)(4)

(use "\*" after the position title to designate positions not subject to the Service Contract Act)

During the period of performance of the contract, key personnel positions may become vacant. Because these key positions significantly affect contract risk and performance, the contractor shall take all reasonable and necessary measures to mitigate any impact on

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>		1. CONTRACT ID CODE DJD-10-C-0034		OMB Clearance Control Number: 1103-0018	
2. AMENDMENT/MODIFICATION NO 0014		3. EFFECTIVE DATE see box 16c		4. REQUISITION/PURCHASE REQ. NO.	
5. PROJECT NO. (if applicable)		6. ISSUED BY DEA Headquarters 8701 Morrisette Drive Attn: Rebecca Stegall (FACI) Springfield, VA 22152		7. ADMINISTERED BY (if other than Item 6) CODE	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, country, state and ZIP Code)  BOOZ ALLEN HAMILTON INC. 8283 GREENSBORO DRIVE MCLEAN, VA 22102-3838		(X)		9A. AMENDMENT OF SOLICITATION NO	
				9B. DATED (SEE ITEM 11)	
		X		10A. MODIFICATION OF CONTRACT/ORDER NO DJD-10-C-0034	
				10B. DATED (SEE ITEM 13) 06/30/2010	
CODE 362513626		FACILITY CODE 006928857			

**11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS**

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended. ☐ is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing items 8 and 15, and returning \_\_\_\_\_ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment your desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

**12. ACCOUNTING AND APPROPRIATION DATA (if required)**

See Schedule

**13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS.  
IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.**

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
X	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
	D. OTHER (Specify type of modification and authority)

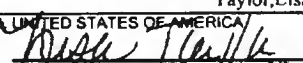
E. IMPORTANT: Contractor ☒ is not ☐ is required to sign this document and return copies to the issuing office.

**14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)**

CLIN realignment corrected from Mod 0013.

There is no change to the funding as obligated on Modification 0013 in the amount of \$6,022,165.44.

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.


15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Taylor, Lisa	
15B. CONTRACTOR/OFFEROR  (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA By  (Signature of Contracting Officer)	16C. DATE SIGNED 9-10-12

NSN 7540-01-152-8070  
Previous edition unusableSTANDARD FORM 30 (REV. 10-83)  
Prescribed by GSA FAR (48 CFR) 53.243

**Section B - Supplies or Services and Prices/Costs****SCHEDULE OF SUPPLIES/SERVICES**

CONTINUATION SHEET

ITEM NO.	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
(b)(4)					

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>		1. CONTRACT ID CODE DJD-10-C-0034	OMB Clearance Control Number 1103-0018
2. AMENDMENT/MODIFICATION NO. 0015	3. EFFECTIVE DATE see block 16c	4. REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO. (if applicable)
6. ISSUED BY DEA Headquarters 8701 Morrisette Drive Attn: Rebecca Stegall (FACI) Springfield, VA 22152	CODE 11Q	7. ADMINISTERED BY (if other than Item 6)	CODE
8. NAME AND ADDRESS OF CONTRACTOR (No street, country, state and ZIP Code)  BOOZ ALLEN HAMILTON INC. 8283 GREENSBORO DRIVE MCLEAN, VA 22102-3838		(X)	9A. AMENDMENT OF SOLICITATION NO.
			9B. DATED (SEE ITEM 11)
		X	10A. MODIFICATION OF CONTRACT/ORDER NO. DJD-10-C-0034
			10B. DATED (SEE ITEM 13) 06/30/2010
CODE 362513626	FACILITY CODE 00692H857		
<b>11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS</b>			
<input type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers <input type="checkbox"/> is extended, <input type="checkbox"/> is not extended.			
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted, or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment your desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.			
12. ACCOUNTING AND APPROPRIATION DATA (if required) N/A			
<b>13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.</b>			
CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.		
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b)		
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:		
X	D. OTHER (Specify type of modification and authority) Mutual Agreement of Both Parties		
E. IMPORTANT: Contractor <input type="checkbox"/> is not, <input checked="" type="checkbox"/> is required to sign this document and return _____ copies to the issuing office			
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible) The purpose for this modification is threefold: 1. Contracting Officer's Representative is changed from Mary Donovan to Federico Dimas. 2. Key Personnel Project Manager changes from William Von Ali II to John Ohm. 3. Invoice Requirements are updated			
see continuation sheet			
Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.			
15A. NAME AND TITLE OF SIGNER (Type or print) Robert J. Sogegian Vice President, Booz Allen Hamilton, Inc.		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Taylor, Lisa	
(b)(4) (Signature of person authorized to sign)	15C. DATE SIGNED 28 September 2012	16B. UNITED STATES OF AMERICA By  (Signature of Contracting Officer)	16C. DATE SIGNED 9-28-12

NSN 7540-01-152-8070  
Previous edition unusable

STANDARD FORM 30 (REV 10-83)  
Prescribed by GSA FAR (48 CFR) 53.243



**Mod 0015 Continuation Sheet**

The purpose for this modification is to:

1. COR designation is changed from Mary Donovan to Federico Dimas. See attached substitution page 14.

(b)(4)

3. Invoice Requirements: Mary Donovan's name removed - Federico Dimas's name added for invoice submittal. See attached substitution page 15.

A vertical line in the right margin indicates changes. The contractor shall make complete page substitution in the contract as follows:

Section	Remove	Insert
G	Page 14	Page 14
G	Page 15	Page 15
H	Page 20	Page 20

There are no other changes to the contract.

## Section G - Contract Administration Data

## Clauses By Full Text

G.1 Government's Technical Point of Contact (TPOC)

The Government's Technical Point of Contact (TPOC) is defined as - The government's primary technical representative responsible for monitoring total contractor performance under simplified acquisitions for supplies or services. The TPOC will be a DEA Employee.

(a) The TPOC is responsible for: assuring that contractor understands all technical requirements; representing the Drug Enforcement Administration (DEA) in technical meetings; ensuring that supplies and services conform to commercial and industrial standards and that services are performed in accordance with the terms and conditions of the contract; monitoring due dates to assure that supplies or services are provided timely; receiving all deliverables; inspecting and accepting or rejecting supplies and services as necessary; notifying the Contracting Officer (CO) in writing when supplies or services have been rejected; assuring that the contractor properly corrects all defects and omissions.

(b) The TPOC does not have the authority to take any action, either directly or indirectly, that would change the pricing, quantity, place of performance, delivery schedule, or any of the terms and conditions of the order, or to direct the accomplishment of effort or the ordering of supplies which goes beyond the scope of the original contract. When in the opinion of the contractor, the TPOC requested any of the aforementioned changes, the contractor shall promptly notify the Contracting Officer in writing. Any failure by the contractor to notify the Contracting Office in writing of any changes is an admission that the contractor is working at its own risk on a voluntary basis. No action shall be taken by the contractor under such direction until the Contracting Officer has issued such changes in writing by way of a modification to the contract.

G.2 Incorporation of the Contractor's Proposal

It is understood and agreed that the Contractor shall, in meeting the requirements of this contract, perform the work in accordance with the proposal submitted to the Drug Enforcement Administration dated February 10, 2010 as amended on May 26, 2010. However, to the extent that any provisions of the Articles set forth herein are in conflict or inconsistent with any provisions of said proposal, the provisions of the Articles of this contract shall be controlling and shall supersede the provisions of said proposal.

DEA-2852.242-73 CONTRACTING OFFICER'S REPRESENTATIVE (MAY 2012)

(a) Pursuant to FAR 1.602-2, the following individual has been designated as the Contracting Officer's Representative (COR) under this contract:

Federico Dimas

Federico.Dimas@usdoj.gov

(b) The COR has responsibility for performing contract administration, which includes, but is not limited to, the following duties: functioning as the technical liaison with the contractor; monitoring the contractor's performance and progress of the work; receiving, inspecting, and accepting all deliverables or services provided under the contract; and reviewing all invoices/vouchers submitted for payment.

(c) The COR does not have the authority to alter the contractor's obligations under the contract, and/or modify any of the expressed terms, conditions, specifications, or cost of the agreement. If as a result of technical discussions it is desirable to alter/change contractual obligations or the Scope of Work, the Contracting Officer shall issue such changes.

(End of clause)

DEA-2852.232-81 Release of Residual Funds (\$100 Or Less) (SEP 2004)

The contractor is advised when submitting the final invoice under an order to submit an information copy of the invoice to the Contracting Officer. The invoice must be marked "Informational Copy - Final Invoice." If residual funds on the order total \$100 or less, the government will automatically deobligate the residual funds without further communication with the vendor. Upon receipt and payment of the final invoice, it is understood and agreed that all outstanding obligations incurred on the above referenced order have been satisfied. Therefore, it is further understood and agreed that the government shall not be liable for the payment of any future in-

voices that may be submitted under the above referenced order.

DEA-2852.232-82 Release Of Residual Funds (Greater Than \$100) (SEP 2004)

If funds greater than \$100 remain on this order after payment of the final invoice, the Government will issue a bilateral modification to authorize release of those funds. The contractor's signature on the modification will constitute understanding and agreement that all outstanding obligations incurred on this order have been satisfied. The Government shall not be held liable for the payment of any further invoices submitted under this order. The contractor will have up to 30 calendar days after issuance of the modification to sign and return it. Further, failure to sign and return the modification within the stated time period shall be considered acceptance of the Government's intent to deobligate the residual funds' and releases the Government from any future liability stemming from or related to this order.

DEA-2852.232-84 Invoice Requirements (DEC 2008)

- (a) The contractor shall submit scanned or electronic images of invoice(s) to the following email address: invoice.inspections@usdoj.gov, with copies to [Federico.Dimas@usdoj.gov](mailto:Federico.Dimas@usdoj.gov) and [Lisa.Taylor2@usdoj.gov](mailto:Lisa.Taylor2@usdoj.gov). The date of record for invoice receipt is established on the day of receipt of the email if it arrives before the end of standard business hours (5 p.m. local), or the next business day if the invoice arrives outside of normal business hours. Scanned documents with original signatures in .pdf or other graphic formats attached to the email are acceptable. Digital/electronic signatures and certificates cannot be processed by DEA and will be returned.
- (b) In addition to the items required in FAR clause 52.232-25, PROMPT PAYMENT, at (a)(3)(i) through (x), a proper invoice shall also include the following minimum additional information and/or attached documentation:
- (1) Total/cumulative charges for the billing period for each Contract Line Item Number (CLIN);
  - (2) Dates upon which items/services were delivered;
  - (3) The Contractor's Taxpayer Identification Number (TIN); and
  - (4) A statement signed by a responsible official of the concern substantially similar if not identical to the following: "I certify that the items above have been delivered in accordance with the contract, and that all charges are true, correct, and have not been previously billed."

\_\_\_\_\_  
Contractor's Signature Date

\_\_\_\_\_  
(Printed Name/Title/Company/Telephone Number)

(c) Invoices will be rejected if they do not display/open/execute properly, are not legible, or if they do not contain the required information or signatures for processing.

(End of Clause)

DEA-PG.0001 Contract Administration Points of Contact (JUL 2008)

Contract administration for the DEA will be performed by:

U. S. Department of Justice  
Drug Enforcement Administration  
Office of Acquisition Management (FA)  
Contract Specialist/telephone #/email - Rebecca Stegall  
(202) 307-1323 / [Rebecca.V.Stegall@usdoj.gov](mailto:Rebecca.V.Stegall@usdoj.gov)  
Contracting Officer/telephone #/email - Lisa Taylor  
(202) 307-7820 / [Lisa.Taylor2@usdoj.gov](mailto:Lisa.Taylor2@usdoj.gov)  
Contracting Officer's Representative (COR) see DEA-2852.242-73 CONTRACTING OFFICER'S REPRESENTATIVE (MAY 2012)

Contract administration for the contractor shall be performed by:

Name: Wynnette Leak - Title Senior Contracts Administrator  
Address 901 15<sup>th</sup> Street, NW, Washington, DC 20005  
Telephone (202) 346-9762  
[Leak\\_Wynnette@bah.com](mailto:Leak_Wynnette@bah.com)

#### H.6 Special Security Requirements for COMSEC Access (November 2009)

The COTR/TM is responsible for completing Part I - Request for Issuance of form DEA-56, Cryptographic Access, for the contractor's personnel and submitting the form to DEA's Personnel Security Section to complete Part II - Authorization. Upon receipt of the authorized DEA-56, DEA's COMSEC Central Office of Record (COMSEC COR), the COMSEC COR will notify the COTR/TM and arrange for the individual(s) to receive a cryptographic access briefing. The individual(s) must sign Part III - Briefing Certification and Formal Authorization of form DEA-56.

The contractor shall immediately notify the COTR/TM when an individual(s) will be reassigned or otherwise cease performance on this contract. The COTR/TM will arrange for the individual(s) to be debriefed by DEA's COMSEC COR. The individual(s) must sign Part IV - Debriefing Certification of form DEA-56.

The contractor's personnel shall notify the COTR/TM of any of the following circumstances. The COTR/TM will in turn notify DEA's COMSEC COR.

- An intention to travel outside the United States, whether for official or unofficial purposes.
- Any occurrence of illegal or unauthorized access being sought to cryptographic or other sensitive information.
- Reason to believe that he/she may be the target of an attempted exploitation by a foreign entity.

#### 2852.223-70 Unsafe Conditions Due to the Presence of Hazardous Material (June 1996)

(a) "Unsafe condition" as used in this clause means the actual or potential exposure of contractor or Government employees to a hazardous material as defined in Federal Standard No. 313, and any revisions thereto during the term of this contract, or any other material or working condition designated by the Contracting Officer's Technical Representative (COTR) as potentially hazardous and requiring safety controls.

(b) The Occupational Safety and Health Administration (OSHA) is responsible for issuing and administering regulations that require contractors to apprise its employees of all hazards to which they may be exposed in the course of their employment; proper conditions and precautions for safe use and exposure; and related symptoms and emergency treatment in the event of exposure.

(c) Prior to commencement of work, contractors are required to inspect for and report to the contracting officer or designee the presence of, or suspected presence of, any unsafe condition including asbestos or other hazardous materials or working conditions in areas in which they will be working.

(d) If during the performance of the work under this contract, the contractor or any of its employees, or subcontractor employees, discovers the existence of an unsafe condition, the contractor shall immediately notify the contracting officer, or designee, (with written notice provided not later than three (3) working days thereafter) of the existence of an unsafe condition. Such notice shall include the contractor's recommendations for the protection and the safety of Government, contractor and subcontractor personnel and property that may be exposed to the unsafe condition.

(e) When the Government receives notice of an unsafe condition from the contractor, the parties will agree on a course of action to mitigate the effects of that condition and, if necessary, the contract will be amended. Failure to agree on a course of action will constitute a dispute under the Disputes clause of this contract.

(f) Nothing contained in this clause shall relieve the contractor or subcontractors from complying with applicable Federal, State, and local laws, codes, ordinances and regulations (including the obtaining of licenses and permits) in connection with hazardous material including but not limited to the use, disturbance, or disposal of such material.

(End of Clause)

#### DEA-PH.0004 Key Personnel Positions (JUL 2008)

The Contractor shall select qualified personnel for the designated key personnel positions set forth in this contract. Key personnel are considered essential to the work being performed. Individuals proposed and accepted as key personnel under this contract shall remain dedicated to the contract for the entire period of performance. The following positions are designated as key personnel for the purpose of this contract:

(b)(4)

(use "\*" after the position title to designate positions not subject to the Service Contract Act)

During the period of performance of the contract, key personnel positions may become vacant. Because these key positions significantly affect contract risk and performance, the contractor shall take all reasonable and necessary measures to mitigate any impact on

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>		1. CONTRACT ID CODE DJD-10-C-0034	OMB Clearance Control Number: 1103-0018
2. AMENDMENT/MODIFICATION NO. 0016	3. EFFECTIVE DATE 12/06/2012	4. REQUISITION/PURCHASE REQ. NO. See Lines	5. PROJECT NO. (If applicable)
6. ISSUED BY DEA Headquarters 8701 Morrisette Drive Attn: Rebecca Stegall (FACI) Springfield, VA 22152	CODE HQ	7. ADMINISTERED BY (If other than Item 6)	CODE
8. NAME AND ADDRESS OF CONTRACTOR (No., street, country, state and ZIP Code)  BOOZ ALLEN HAMILTON INC. 8283 GREENSBORO DR MCLEAN, VA 22102-4904		(X)	9A. AMENDMENT OF SOLICITATION NO.
			9B. DATED (SEE ITEM 11)
		X	10A. MODIFICATION OF CONTRACT/ORDER NO. DJD-10-C-0034
			10B. DATED (SEE ITEM 13) 06/30/2010
CODE 362513626		FACILITY CODE 006928857	

**11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS**

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing items 8 and 15, and returning \_\_\_\_\_ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment your desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

**12. ACCOUNTING AND APPROPRIATION DATA (If required)**

2010-DXD-IS-1530000-DCF-G2-FRB-25707-OPS-1530330-2010

**13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS.  
IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.**

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
X	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☒ is not, ☐ is required to sign this document and return copies to the issuing office.

**14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible)**

This is a no-cost unilateral administrative modification to make the following changes:

(b)(4)

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)	16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Taylor, Lisa
15B. CONTRACTOR/OFFEROR  (Signature of person authorized to sign)	15C. DATE SIGNED
16B. UNITED STATES OF AMERICA By <u>Lisa Taylor</u> (Signature of Contracting Officer)	16C. DATE SIGNED 12/06/2012

NSN 7540-01-152-8070  
Previous edition unusable**STANDARD FORM 30 (REV. 10-83)**  
Prescribed by GSA FAR (48 CFR) 53.243

Section B - Supplies or Services and Prices/Costs

**SCHEDULE OF SUPPLIES/SERVICES**

CONTINUATION SHEET

ITEM NO.	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
(b)(4)					

(b)(4)

(b)(4)



(b)(4)

(b)(4)

(b)(4)

(b)(4)

(b)(4)

(b)(4)

(b)(4)

(b)(4)



(b)(4)

PREVIOUS TOTAL	\$30,296,461.21
CHANGE	(\$65.64)
CURRENT TOTAL	\$30,296,395.57

## FUNDING DETAILS:

ITEM NO.	FUNDING LINE	OBLIGATED AMOUNT	ACCOUNTING CODES
N/A	1	Previous : \$279,676.11 Change: \$0.00 Current : \$279,676.11	2010 - DXD - IS - 1530000 - DCF-G2 - - FRB - 25707 - - - OPS - - - 1530330

N/A	2	Previous : \$7,505.38 Change: \$0.00 Current : \$7,505.38	2010 - DXD - IS - 1530000 - DCF-G2 - - ISC - 25707 - - - OPS - - - 1530330
N/A	3	Previous : \$1,611,416.18 Change: \$0.00 Current : \$1,611,416.18	2010 - S1D - IS - 1530000 - DOM-G2 - - ISC - 25707 - - - OPS - - - 1530330
N/A	4	Previous : \$936,198.26 Change: \$0.00 Current : \$936,198.26	2010 - S1D - IS - 1530000 - DOM-G2 - - FRB - 25707 - - - OPS - - - 1530330
N/A	5	Previous : \$126,168.08 Change: \$0.00 Current : \$126,168.08	2010 - S1D - IS - 1530000 - FGN-G2 - - FRB - 25707 - - - OPS - - - 1530330
N/A	6	Previous : \$102,192.08 Change: \$0.00 Current : \$102,192.08	2010 - S1D - IS - 1530000 - DOM-G2 - - FRB - 25707 - - - OPS - - - 1530330
N/A	7	Previous : \$471,035.60 Change: \$0.00 Current : \$471,035.60	2010 - S1D - IS - 1530000 - FGN-G2 - - ISC - 25707 - - - OPS - - - 1530330
N/A	8	Previous : \$8,142.86 Change: \$0.00 Current : \$8,142.86	2010 - S1D - IS - 1530000 - SLA-G2 - - FRB - 25707 - - - OPS - - - 1530330
N/A	9	Previous : \$287,447.06 Change: \$0.00 Current : \$287,447.06	2010 - S1D - IS - 1530000 - DOM-G2 - - ISC - 25707 - - - OPS - - - 1530330
N/A	10	Previous : \$13,270.87 Change: \$0.00 Current : \$13,270.87	2010 - S1D - IS - 1530000 - SLA-G2 - - ISC - 25707 - - - OPS - - - 1530330
N/A	11	Previous : \$38,431.75 Change: \$0.00 Current : \$38,431.75	2010 - S1D - IS - 1530000 - FGN-G1 - - ISC - 25707 - - - OPS - - - 1530330
N/A	12	Previous : \$3,639.28 Change: \$0.00 Current : \$3,639.28	2010 - S1D - IS - 1530000 - DOM-G1 - - FRB - 25707 - - - OPS - - - 1530330

N/A	13	Previous : \$14,635.78 Change: \$0.00 Current : \$14,635.78	2010 - S1D - IS - 1530000 - FGN-G1 - - FRB - 25707 - - - OPS - - - 1530330
N/A	14	Previous : \$1,597.60 Change: \$0.00 Current : \$1,597.60	2010 - S1D - IS - 1530000 - DOM-G2 - - CSC - 25707 - - - OPS - - - 1530330
N/A	15	Previous : \$715.00 Change: \$0.00 Current : \$715.00	2010 - S1D - IS - 1530000 - DOM-G2 - - HDQ - 25707 - - - OPS - - - 1530330
N/A	16	Previous : \$73,860.46 Change: \$0.00 Current : \$73,860.46	2011 - S1D - IS - 1530000 - DOM-G2 - - ADM - 25707 - - - FRB - - - 1530330
N/A	17	Previous : \$5,443.52 Change: \$0.00 Current : \$5,443.52	2011 - DXD - IS - 1530000 - DCF-G2 - - ADM - 25707 - - - FRB - - - 1530330
N/A	18	Previous : \$4,070,917.50 Change: \$0.00 Current : \$4,070,917.50	2011 - S1D - IS - 1530330 - DOM-G2 - - ADM - 25707 - - - HDQ - - - 1530330
N/A	19	Previous : \$329,857.03 Change: \$0.00 Current : \$329,857.03	2011 - DXD - IS - 1530000 - DCF-G2 - - ADM - 25707 - - - HDQ - - - 1530330
N/A	20	Previous : \$4,769,514.00 Change: \$0.00 Current : \$4,769,514.00	2012 - S1D - IS - 1530330 - DOM-G2 - - ADM - 25707 - - - HDQ - - - 1530330
N/A	21	Previous : \$411,855.31 Change: \$0.00 Current : \$411,855.31	2012 - DXD - IS - 1530000 - DCF-G2 - - SEC - 25707 - - - HDQ - - - 1530330
N/A	22	Previous : \$65,220.93 Change: \$0.00 Current : \$65,220.93	2012 - S1D - IS - 1530000 - DOM-G2 - - ADM - 25707 - - - HDQ - - - 1530000
N/A	23	Previous : \$775,575.20 Change: \$0.00 Current : \$775,575.20	2012 - S1R - NC - 1530000 - DOM-G2 - 154A - INT - 25707 - - - HDQ - - - 1530000

PREVIOUS: \$14,404,315.84

CHANGE: \$0.00

CURRENT: \$14,404,315.84



**DEA-2852.211-71 SCHEDULED AND UNSCHEDULED CLOSURES OF GOVERNMENT OFFICES (MAY 2012)**

(a) In accordance with 5 U.S.C. 6103, Federal Government offices are closed for ordinary business in observance of the following holidays:

- New Year's Day
- Birthday of Martin Luther King, Jr.
- Washington's Birthday
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veterans Day
- Thanksgiving Day
- Christmas Day
- Inauguration Day (Federal offices in the Washington DC metropolitan area only)

(b) Federal offices may close at other times without advance notice due to inclement weather, interruption of utilities, or other reasons. Such closures will be declared by the President, Office of Personnel Management, Office of Management and Budget, the Administrator of the DEA, or other appropriate executive authority. In the event of a closure, normal business activity at the affected Government facilities ceases and personnel, with the exception of individuals pre-designated in accordance with approved Continuity of Operations Plans (COOPs), are directed to vacate Government facilities and/or not report to their duty stations. Agency-sponsored events such as picnics or other social events are not considered to be official office closings. The contractor shall not invoice for time spent by its employees attending or participating in such events.

(c) The Contractor shall comply with all directives issued in regards to such closures. Contractor personnel shall vacate the affected facilities in accordance with the closure directive and report back to the facilities as directed. The Contractor shall follow agency procedures for registering emergency contact information and shall monitor appropriate mediums for receiving emergency information.

(d) In accordance with the Payments and Prompt Payment clauses of the contract, the Contractor shall invoice for services scheduled to be performed at Government facilities only to the extent that the services were actually delivered. For other than firm-fixed-priced contracts, the contractor shall invoice for employees subject to the directive to vacate only for the hours worked prior to the effective time of the closure and after the termination of the closure. Any administrative leave approved for Federal employees does not extend to contractor personnel. Employee compensation for the period of the closure shall be governed by corporate policy.

(e) Any services scheduled to be performed at Government facilities shall not be performed elsewhere unless specifically authorized in accordance with the terms of this contract.

[End of clause]

**DEA-2852.242-74 CONTRACT ADMINISTRATION POINTS OF CONTACT (MAY 2012)**

(a) The Contract Administration Office for this contract is:

U. S. Department of Justice  
Drug Enforcement Administration  
Office of Acquisition and Relocation Management (FA)  
8701 Morrisette Drive  
Springfield, VA 22152

Contract Specialist/telephone #/email: Chuck Spencer/202-353-1286/Vincent.c.spencer@usdoj.gov

Contracting Officer/telephone #/email: Lisa Taylor/202-307-7820/Lisa.Taylor2@usdoj.gov

Contracting Officer's Representative (COR): See DEA-2852.242-73

(b) Contract administration for the contractor shall be performed by:

Name: Wynnette Leak, Sr. Contract Administrator, 202-346-9762, Wynnette\_Leak@bah.com

(End of clause)

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>		1 CONTRACT ID CODE DJD-10-C-0034	OMB Clearance Control Number 1103-0018
2 AMENDMENT/MODIFICATION NO 0017	3 EFFECTIVE DATE 12/16/2012	4 REQUISITION/PURCHASE REQ NO See Lines	5 PROJECT NO (if applicable)
6 ISSUED BY DFA Headquarters 8701 Morrisette Drive Attn: Rebecca Stegall (FACI) Springfield, VA 22152	CODE 11Q	7 ADMINISTERED BY (if other than Item 6)	CODE
8 NAME AND ADDRESS OF CONTRACTOR (No. , street, country, state and ZIP Code)  BOOZ ALLEN HAMILTON INC. 8283 GREENSBORO DR MCLEAN, VA 22102-4904		(X)	9A AMENDMENT OF SOLICITATION NO
			9B DATED (SEE ITEM 11)
		X	10A MODIFICATION OF CONTRACT/ORDER NO DJD-10-C-0034
			10B DATED (SEE ITEM 13) 06/30/2010
CODE 362513626		FACILITY CODE 006928857	

**11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS**

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing items 8 and 15, and returning \_\_\_\_\_ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment your desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

**12. ACCOUNTING AND APPROPRIATION DATA (if required)**

2010-DXID-IS-1530000-DCF-G2-FRB-25707-OPS-1530330-2010

**13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS.**  
**IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.**

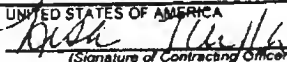
CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
X	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF Mutual agreement between the parties.
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☐ is not, ☒ is required to sign this document and return \_\_\_\_\_ copies to the issuing office

**14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible)**

This modification de-obligates \$310,228.13 in unused FY2011 funding from the period of performance 9/30/2011 to 9/29/2012. Total funding is decreased from \$14,404,315.84 by \$310,228.13 to \$14,094,087.71.

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect

15A NAME AND TITLE OF SIGNER (Type or print) Robert J. Sogegian, Vice President		16A NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Taylor, Lisa	
(b)(4) (Signature of person authorized to sign)	15C DATE SIGNED 01/24/2013	16B UNITED STATES OF AMERICA By  (Signature of Contracting Officer)	16C DATE SIGNED 12/27/2012

NSN 7540-01-152-8070  
Previous edition unusable

STANDARD FORM 30 (REV. 10-83)  
Prescribed by GSA FAR (48 CFR) 53.243



Section B - Supplies or Services and Prices/Costs

**SCHEDULE OF SUPPLIES/SERVICES**

CONTINUATION SHEET

ITEM NO.	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
(b)(4)					

(b)(4)

(b)(4)

(b)(4)

(b)(4)

(b)(4)

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(b)(4)



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(b)(4)

PREVIOUS TOTAL	\$30,296,395.57
CHANGE	(\$310,228.13)
CURRENT TOTAL	\$29,986,167.44

## FUNDING DETAILS:

ITEM NO.	FUNDING LINE	OBLIGATED AMOUNT	ACCOUNTING CODES
N/A	1	Previous : \$279,676.11 Change: \$0.00 Current : \$279,676.11	2010 - DXD - IS - 1530000 - DCF-G2 - - FRB - 25707 - - - OPS - - - 1530330
N/A	2	Previous : \$7,505.38 Change: \$0.00 Current : \$7,505.38	2010 - DXD - IS - 1530000 - DCF-G2 - - ISC - 25707 - - - OPS - - - 1530330
N/A	3	Previous : \$1,611,416.18 Change: \$0.00 Current : \$1,611,416.18	2010 - S1D - IS - 1530000 - DOM-G2 - - ISC - 25707 - - - OPS - - - 1530330
N/A	4	Previous : \$938,198.26 Change: \$0.00 Current : \$938,198.26	2010 - S1D - IS - 1530000 - DOM-G2 - - FRB - 25707 - - - OPS - - - 1530330
N/A	5	Previous : \$126,168.08 Change: \$0.00 Current : \$126,168.08	2010 - S1D - IS - 1530000 - FGN-G2 - - FRB - 25707 - - - OPS - - - 1530330
N/A	6	Previous : \$102,192.08 Change: \$0.00 Current : \$102,192.08	2010 - S1D - IS - 1530000 - DOM-G2 - - FRB - 25707 - - - OPS - - - 1530330
N/A	7	Previous : \$471,035.60 Change: \$0.00 Current : \$471,035.60	2010 - S1D - IS - 1530000 - FGN-G2 - - ISC - 25707 - - - OPS - - - 1530330
N/A	8	Previous : \$8,142.86 Change: \$0.00 Current : \$8,142.86	2010 - S1D - IS - 1530000 - SLA-G2 - - FRB - 25707 - - - OPS - - - 1530330
N/A	9	Previous : \$287,447.06	2010 - S1D - IS - 1530000 - DOM-G2 - - ISC - 25707 - - - OPS - - - 1530330

		Change: \$0.00 Current : \$287,447.06	
N/A	10	Previous : \$13,270.87 Change: \$0.00 Current : \$13,270.87	2010 - S1D - IS - 1530000 - SLA-G2 - - ISC - 25707 - - - OPS - - - 1530330
N/A	11	Previous : \$38,431.75 Change: \$0.00 Current : \$38,431.75	2010 - S1D - IS - 1530000 - FGN-G1 - - ISC - 25707 - - - OPS - - - 1530330
N/A	12	Previous : \$3,639.28 Change: \$0.00 Current : \$3,639.28	2010 - S1D - IS - 1530000 - DOM-G1 - - FRB - 25707 - - - OPS - - - 1530330
N/A	13	Previous : \$14,635.78 Change: \$0.00 Current : \$14,635.78	2010 - S1D - IS - 1530000 - FGN-G1 - - FRB - 25707 - - - OPS - - - 1530330
N/A	14	Previous : \$1,597.60 Change: \$0.00 Current : \$1,597.60	2010 - S1D - IS - 1530000 - DOM-G2 - - CSC - 25707 - - - OPS - - - 1530330
N/A	15	Previous : \$715.00 Change: \$0.00 Current : \$715.00	2010 - S1D - IS - 1530000 - DOM-G2 - - HDQ - 25707 - - - OPS - - - 1530330
N/A	16	Previous : \$73,860.46 Change: \$0.00 Current : \$73,860.46	2011 - S1D - IS - 1530000 - DOM-G2 - - ADM - 25707 - - - FRB - - - 1530330
N/A	17	Previous : \$5,443.52 Change: \$0.00 Current : \$5,443.52	2011 - DXD - IS - 1530000 - DCF-G2 - - ADM - 25707 - - - FRB - - - 1530330
N/A	18	Previous : \$4,070,917.50 Change: (\$284,467.64) Current : \$3,786,449.86	2011 - S1D - IS - 1530330 - DOM-G2 - - ADM - 25707 - - - HDQ - - - 1530330
N/A	19	Previous : \$329,857.03 Change: (\$25,760.49) Current : \$304,096.54	2011 - DXD - IS - 1530000 - DCF-G2 - - ADM - 25707 - - - HDQ - - - 1530330
N/A	20	Previous : \$4,769,514.00	2012 - S1D - IS - 1530330 - DOM-G2 - - ADM - 25707 - - - HDQ - - - 1530330

		Change: \$0.00 Current : \$4,769,514.00	
N/A	21	Previous : \$411,855.31 Change: \$0.00 Current : \$411,855.31	2012 - DXD - IS - 1530000 - DCF-G2 - - SEC - 25707 - - - HDQ - - - 1530330
N/A	22	Previous : \$65,220.93 Change: \$0.00 Current : \$65,220.93	2012 - S1D - IS - 1530000 - DOM-G2 - - ADM - 25707 - - - HDQ - - - 1530000
N/A	23	Previous : \$775,575.20 Change: \$0.00 Current : \$775,575.20	2012 - S1R - NC - 1530000 - DOM-G2 - 154A - INT - 25707 - - - HDQ - - - 1530000
		PREVIOUS: \$14,404,315.84 CHANGE: (\$310,228.13) CURRENT: \$14,094,087.71	